

## Job Description

<b>Job Title</b>	Attorney Advisor HR		
<b>Job ID</b>	13583		
<b>Date Opened</b>	07/08/2021		
<b>Date Closed</b>	08/01/2021		
<b>Location</b>	1050 1st Street, NE		
<b>Full/Part Time</b>	Full-Time	<b>Type of Appointment</b>	Legal Service - Reg Appt
<b>Regular/Temporary</b>	Regular		
<b>Agency</b>	SR	Insurance, Securities and Bank	
<b>Area of Consideration</b>	Open to Public		
<b>Grade</b>	14		
<b>Bargaining Unit</b>	C33	Compensation Unit 33 - Lawyers	
<b>Minimum Range</b>	\$118,319.000000	<b>Maximum Range</b>	\$153,833.000000
<b>Target Openings</b>	1	<b>Available Openings</b>	1

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### General Job Information

#### Job Summary

This position is located in the Government of the District of Columbia (District), Department of Insurance, Securities and Banking (DISB), Office of the General Counsel (OGC). The OGC is responsible for conducting all of the legal business of DISB. The purpose of this position is to provide proficient legal advice in one practice area within the Office of the General Counsel. The practice areas include affirmative civil litigation, defense civil litigation, criminal prosecution, juvenile prosecution, child protection, child support, domestic violence, consumer and trade protection, personnel and labor relations, real estate, procurement, economic development, tax and bankruptcy, and land use.

#### Duties and Responsibilities

Handles urgent and sensitive advisory and confidential matters for the OGC. Provides assistance to the Commissioner and Office of Attorney General (OAG) attorney representing the agency in employment and labor law actions and provides legal review and advice about employee conduct standards, investigations of misconduct, proposed disciplinary actions, and investigations of equal employment discrimination complaints. Reviews and/or drafts proposed regulations and policy issuances concerning personnel, employment, and labor relations matters. Provides legal advice and training in personnel, employment and labor laws with emphasis on ethics, post-employment conflicts of interest, third party administrative proceedings, equal employment opportunity law, and Federal sector labor management relations law. Reviews Memorandum of Understandings (MOUs), Standard of Work (SOW) documents and procurement contracts.

#### QUALIFICATIONS AND EDUCATION:

Incumbent must have a law degree (LLB or JD) from an American Bar Association (ABA) accredited law school and have at least two (2) years post J.D. experience, one of which was specialized experience at or equivalent to the LA-13 grade level, or it's non-District equivalent.

#### **Grade 14**

The incumbent must have a law degree from an American Bar Association accredited law school. Must have at least two (2) years of experience practicing law in an area closely related to the activity of the assigned agency; and must have at least one (1) year of related specialized experience at or equivalent to the LA-13 grade level in the District of Columbia government service.

#### **Grade 15**

The incumbent must have a law degree from an American Bar Association accredited law school. Must have at least one (2) year of experience practicing law in an area closely related to the activity of the assigned agency; and have at least one (1) year of related specialized experience at or equivalent to the LA-14 grade level in the District of Columbia government service.

#### LICENSE AND CERTIFICATION:

Must be a current member in good standing of the District of Columbia Bar or be eligible for waiver into the District of Columbia Bar within 360 days of appointment. An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia Bar during their employment in the Legal Service.

**WORKING CONDITIONS/ENVIRONMENT**

Work is primarily performed in an office setting. Generally, work is sedentary. Some walking, handling and carrying of light to moderately heavy objects (such as case records, brief cases, and exhibits) is required. No special physical demands are required to perform the work.

**Other Significant Factors**

The position will have an emphasis on Banking and Non-Depository Regulation.

**This position will be filled either at the grade 14 or 15 level.**

**Salary range for grade 15:** Minimum range - \$139,189 Maximum- \$177,661

**Pay Plan, Series and Grade:** LA - 905 -14/15

**Collective Bargaining:** This position is covered under a collective bargaining unit and you may be required to pay an agency service fee through direct payroll deduction.

**Duration of Appointment:** Legal - Regular Appointment

**Position Designation:** The incumbent is subject to enhanced screening pursuant to the DPM Chapter 4, Suitability- Security Sensitive.

**EEO: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal.**