Job Title: Attorney Advisor

Grade: 15	Salary Range: $151,549 - $193,437

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. The purpose of this position is to provide proficient legal advice in one practice area within the DISB, the incumbent will serves as the legal advisor for the Insurance Division.

Duties and Responsibilities:

Handles urgent and sensitive advisory and confidential matters for the DISB. Reviews complex and sensitive litigation matters. Prepares legal memoranda and opinions on complex matters, on an urgent, priority basis for the Mayor, Deputy Mayor(s) and Agency Heads. Monitors and, where necessary, participates in the resolution of legal problems regarding priority projects. As a representative of the Department of Insurance, Securities and Banking, the Mayor or the District Government, attends hearings of committees considering bills and explains the background and purpose of such bills; prepares testimony on pending legislation for the DISB, the Mayor and other officials of the District Government. Represents the DISB, District Government at community and other meetings. Examines and analyses proposed orders, legislation, and other legal documents from various sources for legal sufficiency, both as to form and substances, of rule making decisions. Prepares memoranda on legal questions and proposals and drafts tentative document of final decision for consideration by concerned administrative agencies. Consults frequently with officials of various administrative agencies providing advice as to the extent of their legal duties and power. Confers with, and incorporates concerns of District Government officials, members of administrative bodies and officials outside the District Government of all actions taken during review and conclusion proceedings of matters handled.

Performs all functions related to case and calendar management, e.g., preparation of case transfer or close-out reports; case file entry updating; documentation of action taken; timely review of legal proceedings, and any other administrative functions associated with conclusion of assigned matters. Keeps abreast of judicial, agency, and other changes in laws and regulations related to the functions of the division/section. Recommending appropriate course of action to supervisor, as deemed necessary. Provides technical guidance and assistance to junior attorneys of the division/section in areas of special expertise. Compiles monthly statistical and status reports of assigned matters.

Qualifications and Education

Must have a law degree (LLB) or (JD) from an American Bar Association (ABA) accredited lawschool and have at least three (3) years post J.D. experience five (5) is preferred, one of which was specialized experience at or equivalent to the next lower grade level, or its non- District equivalent.

Number of Vacancies

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