

## Job Description

<b>Job Title</b>	Attorney Advisor		
<b>Job ID</b>	12579		
<b>Date Opened</b>	03/18/2021		
<b>Date Closed</b>	04/01/2021		
<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>	13		
<b>Bargaining Unit</b>	C33	Compensation Unit 33 - Lawyers	
<b>Minimum Range</b>	\$100,133.000000	<b>Maximum Range</b>	\$130,166.000000
<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, Department of Insurance, Securities and Banking (DISB or Department). The purpose of this position is to provide proficient legal advice in one or more practice areas within the DISB. The practice areas include insurance, securities and banking law, consumer protection, administrative procedure, personnel and labor relations, contracting and procurement.

### Duties and Responsibilities

Provides legal advice and expertise relating to the proper interpretation and applicability of all laws, rules and regulations administered by the Department of Insurance, Securities and Banking. Performs extensive research as necessary and provides oral and written advice with respect to proposed actions, alternative actions and hypothetical situations involving major issues of a difficult nature or novel issues which have the potential to set precedents. Works closely with managers and staff of the Department during the investigation and prosecution of administrative enforcement actions initiated by the Department. Serves as the principle legal representative of DISB, in complex administrative enforcement matters brought before the Department's Hearing Officer, conferring with the supervisor, as appropriate, such as those involving unusually difficult and/or critical strategic approaches and methodologies on administrative enforcement matters. Coordinates with the Office of the Attorney General (OAG) on administrative appeals and civil enforcement proceedings arising from the activities of DISB.

### 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-12 grade level, or it's non-District equivalent.

### Licensure and Certifications

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.

### Other Significant Fact

### Work Environment

Work is primarily performed in an office setting.

**Pay plan, Series, Grade:** LA-0905-13

**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.

**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.