

## Job Description

**Job Title** Attorney Advisor (Banking)

**Job ID** 6936

**Date Opened** 04/15/2019

**Date Closed** 05/14/2019

**Location** 1050 1st Street, NE

**Full/Part Time** Full-Time

**Type of Appointment** Legal Service - Reg Appt

**Regular/Temporary** Regular

**Agency SR**

Insurance, Securities and Bank

**Area of Consideration** Open to Public

**Grade** 13

**Bargaining Unit** C33

Compensation Unit 33 - Lawyers

**Minimum Range** \$98,362.000000

**Maximum Range** \$127,864.000000

**Target Openings** 1

**Available Openings** 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 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 principal 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. Monitors compliance with all final supervisory orders issued by the Department. Prepares draft memorandum opinions and appropriate correspondence for the signature of the Commissioner concerning subpoenas and other formal requests that seek the disclosure and/or production of information, files, or other records compiled and maintained by DISB incidental to its examination, licensing and enforcement responsibilities. In appropriate cases, incumbent prepares and files all pleadings, motions, stipulations, and court orders on behalf of the Department that protects the confidentiality of such files and records in accordance with applicable laws and regulations. Drafts proposed legislation as instructed. Monitors congressional and City Council actions and formulates appropriate responses. Performs other related assignments as directed by the Commissioner or the General Counsel. Assists in the review of testimony for the Department of Insurance, Securities and Banking the Commissioner and other DISB Program Managers within specific divisions/offices, for presentation at hearings before the Council of the District of Columbia and/or congressional committees, as well as for presentation in public forums.

#### QUALIFICATIONS AND EDUCATION:

##### **Grade 13**

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-12 grade level in the District of Columbia government service.

## **Grade 12**

The incumbent must have a law degree from an American Bar Association accredited law school. Must have at least one (1) 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-11 grade level in the District of Columbia government service.

### **LICENSE AND CERTIFICATION:**

The incumbent 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.

### **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 12 or 13 depending on experience, qualifications and skills.**

**Salary range for grade 12:** Minimum range - \$81,246 Maximum - \$105,636

**Salary range for grade 13:** Minimum range - \$96,623 Maximum- \$125,603

**Promotion Potential:** grade 13

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

**Pay Plan, Series and Grade:** LA - 905 -12/13

**Collective Bargaining Unit:** This position is in the collective bargaining unit.

**Position Designation:** The position has been deemed security-sensitive. Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

**EEO Statement:** 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 appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.