



DC Government Career Opportunities

Job Title: Deputy General Counsel
Requisition Number: JO-1704-8622
Grade: 01
Salary Range: \$108,478.00 - \$165,885.00
Promotion Potential: No
Agency: Insurance, Securities and Bank
Location: 810 1st St NE
Area of Consideration: Open to the Public
Opening/Closing Date: 4/18/2017 - 5/18/2017

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JOB SUMMARY

INTRODUCTION

This position is located in the District of Columbia Department of Insurance, Securities and Banking (DISB). The Deputy General Counsel assists the General Counsel, the principal legal advisor to the Commissioner of DISB, with responsibility for providing legal counsel and advice on all legal matters related to the authorities and functions of the DISB.

The purpose of this position is to serve as Deputy General Counsel for the DISB Office of the General Counsel, responsible for assisting with the managing of the DISB Office of General Counsel and providing legal services to DISB. Practice areas include insurance, securities, banking, finance, real estate and administrative law; capital access and finance; administrative litigation; affirmative civil litigation; civil litigation defense; personnel and labor matters; drafting and reviewing contracts, inter-agency agreements, legislation, regulations, policies and procedures, testimony, and other DISB issuances.

The Deputy General Counsel may be required to provide legal advice to Commissioner and DISB when the General Counsel is unavailable; provide legal advice to the Commissioner when he or she provides testimony before the Council or other legislative or regulatory bodies; handles and resolving administrative matters filed with the Department; attends settlement conferences and litigation proceedings; and drafts affidavits, motions or other legal documents. Incumbent works closely with the General Counsel in the daily planning, coordination and management of the legal affairs of DISB.

POSITION CONTROLS

The incumbent works under the administrative direction of DISB's General Counsel. The incumbent acts with considerable latitude in the performance of his or her responsibilities. The incumbent confers with supervisor regarding the impact of proposed decisions as they relate to the goals and Department priorities, and keeps supervisor informed on all major and sensitive issues. Work is reviewed for overall effectiveness in achieving desired objectives and goals.

Guidelines include Mayoral directives; policies and procedures established by the Commissioner of DISB; reported legal decisions and other reference works; District and Federal Rules of Civil Procedures; administrative, legislative and judicial rules and regulations; Acts of Congress and the Council of the District of Columbia and other laws applicable to the District of Columbia and activities of DISB and its regulated entities; reciprocal agreements and laws; regulations of the District of Columbia and federal agencies; current decisions of local trial and appellate courts and the Supreme Court, as well as decisions of other jurisdictions; and, pending litigation and active legal matters.

Incumbent adapts guidelines, determines novel methods of approach and initiates new or revised policies, procedures and practices. Incumbent is involved with legal issues that are often difficult and complex, and generally involve significant amounts of money.

MAJOR DUTIES AND RESPONSIBILITIES

Assists the DISB General Counsel in the planning and management of the DISB Office of General Counsel.

Serves as confidant and troubleshooter to DISB's General Counsel, and participates in the planning and policy decision-making; and, implementing, coordinating with the legal affairs for the agency, designed to facilitate and improve legal service delivery to the Department.

Works with the General Counsel with the development and instituting of program guidelines, new and improved policies, procedures and processes to effect efficient program operations.

Independently, plans, develops and institutes short/long term agency plans and activities, incorporating strategic provisions as required.

Review, research, and preparation of responses for the General Counsel selected and sensitive, and often confidential inquiries and correspondence from the Commissioner, the Executive Office of the Mayor, the Council of the District of Columbia, officials of the District and federal governments, the media, other governmental or regulatory entities or jurisdictions, regulated entities and persons, and the general public.

Prepares legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues and recommendations for consideration of the General Counsel and the DISB Commissioner.

Conducts extensive and detailed research of legal documents dealing with proposed laws and amendments to existing laws to assure conformance with legal requirements. Participates in the preparation of testimony for the Commissioner or other DISB staff or presentation at hearings before the Council, Congress, other legislative or regulatory entity and other public appearances.

Engages in the performance of functional responsibilities. Devises and implements feedback systems, performance measures and benchmarks to assure adequate performance and successful goal achievement. Identifies barriers to quality legal services; designs effective strategies to resolve issues; and, implements corrective actions.

Devises a system of controls and keeps carefully documented records. Plans, develops and directs the design and implementation of the data automation systems for the management and administration of the agency legal affairs. Formulates and guides feasibility studies to consider data automation applications.

Incumbent serves in the absence of the General Counsel.

Performs other related duties, as assigned.

LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS

Must be an active member in good standing of the District of Columbia Bar or have the ability to waive in and be admitted within 360 days of appointment.

An appointee to the Legal Service shall remain a member in good standing of the District of Columbia Bar during his/her employment in Legal Service.

EDUCATION

Graduated with a Juris Doctor from a law school accredited by the American Bar Association (ABA), at the time of appointment.

WORK EXPERIENCE

Must have at least four (4) years of legal work experience.

PHYSICAL DEMANDS

Work is predominately sedentary; however, some walking, standing, and bending are encountered.

WORK ENVIRONMENT

The work is primarily performed in a typical office setting.

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