



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)

Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: 04-AD-OTR-0005	POSITION: Associate General Counsel
POSITION SERIES: DS-0905	POSITION GRADE: DS-15/1 – 16/10
OPENING DATE: January 26, 2004	CLOSING DATE: Open Continuous
IF "OPEN UNTIL FILLED," NEXT SCREENING DATE: March 15, 2004	SALARY RANGE: DS-\$85,176 - \$127,183
	TOUR OF DUTY:
WORKSITE: 941 North Capital Street, N.E.	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: DS-16	NO. OF VACANCIES: One
AGENCY: Office of Tax and Revenue	DURATION OF APPOINTMENT: Permanent

This position is **NOT** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: The Associate General Counsel for the Office of Tax and Revenue (OTR) is the principal staff legal advisor to the Deputy Chief Financial Officer for OTR in the Office of the Chief Financial Officer (OCFO). The incumbent has responsibilities for providing direction for all legal activities within the department to ensure full and effective implementation by the department. Provide legal advice, under the direction of the General Counsel to the Chief Financial Officer (CFO), to the Deputy Chief Financial Officer of OTR and other Office officials with respect to the implementation of rules, regulations and statutes, opinions and advice of the Corporation Counsel, court opinions and administrative decisions; particularly in the areas of tax and real estate law.

The incumbent maintains extensive and continuing contacts with representatives of various organizational segments within the office and within the overall OCFO, as appropriate; outside respondents who request and supply approved information; various members of the Office of Legal and Intergovernmental Affairs; members of the Corporation Counsel; various public and private associations including District taxpayers.

The incumbent maintains extensive personal contacts for the purpose of collecting and exchanging information regarding proposed tax legislation, for representing the Office's official position on proposed legislation, for testifying at public hearings on behalf of the Office, and for coordinating projects both inside and outside of the Office, particularly with the legislative staff of the OGC.

QUALIFICATIONS REQUIREMENTS: QUALIFICATIONS REQUIREMENTS: - - A college graduate with a Bachelor of Arts or Science degree and a graduate from an Accredited Law School with a Juris Doctorate degree. Candidates with an LLM in tax law are preferred. A licensed member of the DC Bar or be immediately eligible for waiver in the DC Bar. Must have at least 8 years of significant legal experience as a tax attorney in, Federal and State/Municipal Government tax and revenue issues or comparable disciplines. Familiar with and have working knowledge of Constitutional and Criminal Law, Civil Procedures and Rules of Professional Responsibility. Must have a demonstrated ability to communicate effectively both, verbally and in writing, knowledge of and ability to use computer word processing programs. Must have the ability and willingness to work long hours and to produce under highly pressured conditions. Demonstrated successful management and supervisory experience. One (1) year of Specialized Experience is required.

SPECIALIZED EXPERIENCE: Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SELECTIVE PLACEMENT FACTOR(S):

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR DC2000.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrate some expertise in working with the Internal Revenue Code and knowledge of Federal tax issues.
2. Knowledge of the Legal, Administrative and Judicial processes in the District of Columbia.
3. Significant background in State and Local taxation matters.
4. Familiarity with the Freedom of Information Act.
5. Some familiarity with Criminal and Real Estate Law.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118, QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#).

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Twana Brooks
OCFO – OMA – Human Resources
941 North Capital Street, N.E., Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An applicant for a position in the Career Service or for an attorney position (DS 905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER