



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
COUNCIL OF THE DISTRICT OF COLUMBIA**

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC-22-02</b>	POSITION TITLE: <b>Legislative Counsel / Policy Advisor</b>
OPENING DATE: <b>01/10/22</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$80,000 - \$90,000/yr</b>	TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Office of Councilmember Allen</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>At-Will</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004</b>

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

**POSITION OVERVIEW**

Ward 6 Councilmember and Chair of the D.C. Council’s Committee on the Judiciary and Public Safety seeks a Legislative Counsel or Policy Advisor to join his staff. The position will maintain a portfolio of legislative and oversight matters within a high-volume and fast-paced office, serving in both the Councilmember’s personal office – where he leads on transportation, social justice, health, education, and environmental issues – and in the Committee office, where he leads efforts to reform and improve public safety and justice for District residents. The Committee maintains oversight of more than thirty-five District government agencies, boards, and commissions, including the Metropolitan Police Department, Fire and Emergency Medical Services Department, Department of Corrections, Office of the Attorney General, and Board of Elections. A full list of the agencies and issues under the Committee’s jurisdiction can be found [here](#).

**DUTIES AND RESPONSIBILITIES**

- Quickly develops subject matter expertise in all agencies, legislation, policies, and issues within the assigned portfolio
- Acts independently and with authority to build strong relationships with District and federal agency staff, Council staff, advocates, stakeholders, and constituents

- Drafts legislation for introduction by the Councilmember, including identifying issues ripe for legislative or regulatory action
- Identifies and responds to oversight issues that are within the assigned portfolio and responsive to the Councilmember's priorities
- Analyzes and reviews proposed budgets of assigned agencies and prepares performance and budget oversight materials for the Councilmember
- Prepares and staffs the Councilmember for oversight and legislative hearings
- Drafts thorough, accurate, and persuasive committee reports, memoranda, letters, written remarks, and talking points
- Assists the Communications Director in developing press releases and messaging for social and traditional media in the assigned portfolio
- Reviews agency contracts and budget matters during the course of the fiscal year
- Reviews proposed legislation and regulations before the Council and provides recommendations for action
- Ensures agency compliance with legislative mandates
- Responds to agency- or issue-related constituent services issues
- Attends relevant agency and community meetings
- Monitors current events and best practices in local, state, and federal policy within the assigned portfolio

## **SKILLS AND QUALIFICATIONS**

- Displays initiative, passion, and empathy
- Possesses exceptional writing ability for a variety of audiences
- Adapts quickly to changing political and legislative environments
- Strong critical thinking skills and work ethic
- Ability to work collaboratively and with diverse constituencies
- Commitment to strategically using the legislative process to achieve social change and racial justice
- Sense of humor
- J.D. or Master's Degree required; experience in relevant law, policy, or agency matters listed in the position overview preferred
- District residency at the time of hiring or within 180 days thereafter

## **HOW TO APPLY:**

Please submit a cover letter, resume, and writing sample (legal briefs discouraged) via email to:

Kate Mitchell  
 Councilmember Charles Allen  
 John A. Wilson Building  
 1350 Pennsylvania Avenue  
 Washington, DC 20004  
[kmitchell@dccouncil.us](mailto:kmitchell@dccouncil.us)

---

**DOMICILE REQUIREMENT:** An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment, or become a domiciliary of the District of Columbia within 180 days of appointment, and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

---

**SALARY AND BENEFITS:**

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

**COVID-19 VACCINATION POLICY**

The highest priority for the Council of the District of Columbia (“Council”) is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees’ well-being, as well as the health and safety of our volunteers, contractors and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

---

**DRUG-FREE WORKPLACE:** 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/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.

**EEO Statement:** The District of Columbia government is an equal opportunity employer.

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.

Notice of Non-Discrimination: In accordance with 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, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, 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.

---