



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

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC-22-06</b>	POSITION TITLE: <b>Legislative Counsel/Assistant</b>
OPENING DATE <b>02-07-2022</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$70,000 - \$80,000</b>	TOUR OF DUTY: <b>9:00 a.m. – 5:30 p.m.</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Office of Councilmember Robert White</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.

**SUMMARY:**

District of Columbia Councilmember Robert White (D, At-Large) seeks a highly motivated Legislative Counsel or Legislative Assistant who wants to do the hard and fulfilling work of social justice. The position advises the Councilmember on public policy, oversight, and budget issues impacting District residents as part of the legislative team. Responsibilities include reviewing and drafting legislation, tracking legislation and developments within assigned issue areas, and preparing for and staffing the Councilmember at public hearings and legislative meetings. All staff engage with constituents and represent the office at meetings and events across the District.

**ESSENTIAL JOB FUNCTIONS:**

- Monitors current events and best practices in local, state, and federal policy;
- Conducts independent policy and legal research;
- Recommends strategies and tactics on legislation and public policy;
- Provides advice and counsel to the Councilmember, Legislative Director, and Committee Director on policy issues;

- Drafts legislation on assigned topics in collaboration with stakeholders;
- Monitors legislative activity for the Councilmember;
- Oversees the progression of bills with which the Councilmember is involved;
- Prepares the Councilmember for public hearings on bills, budget and performance oversight hearings, and legislative meetings;
- Builds relationships with District and federal agencies, interest groups, advocates, Council and Executive staff, constituents, and residents;
- Meets and corresponds with groups of constituents or other office visitors;
- Analyzes and recommends changes to agency budgets;
- Conducts oversight of District agencies to ensure agency compliance with District law and Council mandates and to improve government efficiency;
- Prepares policy memoranda, written remarks, talking points, press releases, and fact sheets on the work of the office and the Councilmember;
- Administers hearings, committee meetings, and other procedures as part of the legislative, budget, and oversight processes;
- Maintains a professional working relationship with the Councilmember, staff, and constituents; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- A Bachelor’s degree in a relevant field; J.D. or demonstrated experience in legislative analysis, drafting, public policy, and advocacy preferred; and
- Demonstrated working knowledge of District matters.

**SKILLS AND KNOWLEDGE REQUIRED:**

- The successful applicant for this position will contribute to the execution of the Councilmember’s vision to make our government a tool for social justice, and possesses the following attributes:
  - The temperament to communicate with a variety of personalities in a tactful and professional manner;
  - Excellent oral and written communication skills; legislative analysis and drafting, and public policy experience preferred;
  - Strong critical thinking skills;
  - The ability to manage multiple projects simultaneously;
  - Works efficiently while prioritizing tasks and managing short deadlines; and
  - The ability to work well under pressure, handle stress effectively, and thrive in a fast-paced environment.

**HOW TO APPLY:**

All packages must include:

- A. Cover Letter
- B. Resume
- C. Three References

Please submit application package materials to Angela Fowlkes, Chief of Staff, at [afowlkes@dccouncil.us](mailto:afowlkes@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 entire period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

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**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.

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**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.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION**