



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
invites applications for the position of:

Assistant General Counsel

SALARY: \$100,585.00 - \$152,118.00 Annually

OPENING DATE: 01/26/16

CLOSING DATE: Continuous

JOB DETAILS:

SERVICING PERSONNEL OFFICE/UNIT: Office of Management and Administration (OMA), Human Resources Division

POSITION SERIES: DS-905

POSITION GRADE: DS-14/1-15/10

IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: February 9, 2016

TOUR OF DUTY: To Be Determined

AREA OF CONSIDERATION: Unlimited

PROMOTION POTENTIAL: DS-15

NO. OF VACANCIES: One (1) or more

AGENCY: Office of General Counsel

DURATION OF APPOINTMENT: Permanent

COLLECTIVE BARGAINING UNIT: This position is not in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: This position is located within the Office of the Chief Financial Officer (OCFO), Office of General Counsel (OGC), Office of Tax and Revenue (OTR). The Assistant General Counsel provides legal advice on District tax statutes, rules and regulations, court opinions and administrative decisions, primarily involving District taxes relating to individual and franchise, gross receipts, personal property, real property, recordation, estate, sales, and use, ballpark fees and other taxes and fees. Primarily responsible for defending the Office of Tax and Revenue before the Office of Administrative Hearings in litigation over proposed tax deficiencies. Prepares all pleadings, motions, memoranda, and other documents required to be filed and deals directly with taxpayers and their representatives. Provides a wide variety of legal services including legal advice on all compliance, audit and collection matters, drafting tax statutes, regulations and rulings, reviewing applications for administrative exemption from real property taxes, providing legal review of all tax forms and publications, representing and assisting OTR Administration in the formulation and standardization of legal documents. Provides advice to the Office of Attorney General on matters before the D.C. Superior Court, D.C. Court of Appeals, or other courts, on draft briefs, settlements, or litigation strategy. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

One (1) year of legal experience as an attorney in at least one or more of the following disciplines is required: State and Local Tax, Federal Tax, Corporate Law, Legislation, Litigation, Commercial Corporation, Federal and State/Municipal Government, or other relevant discipline. **In addition** – A Juris Doctorate degree from an accredited law school is required and D.C. licensure or admittance to membership in the D.C. Bar in accordance with the D.C. Bar rules within six (6) months of employment. An official transcript must be submitted in order to be considered for the position. If applicable, your application package must include a U.S. evaluation of all foreign transcripts.

SPECIALIZED EXPERIENCE:

Experience that provides 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 this position.

ADDITIONAL INFORMATION:**COLLECTIVE BARGAINING UNIT:**

Employment with the OCFO is at will. However, the discipline and/or discharge of bargaining unit employees is governed by the collective bargaining agreement.

EEO STATEMENT:

The OCFO 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.

HOW TO APPLY:

All Applicants, including departmental employees and other DC Government Employees, must submit the District of Columbia application, DC 2000. (Resume may be attached). Incomplete applications (DC2000'S) will not be considered. Employees affected by restructuring must submit their application with the application transmittal form. All applications, transcripts, and supporting documents must be received by closed of business (5:00 PM) on the closing date of the announcement or they will not be considered.

NOTE: It is imperative that all information on the DC 2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

JOB OFFERS

Official job offers are made only by the OCFO's Human Resources Division.

PHYSICAL EFFORT:

Sedentary

REASONABLE ACCOMMODATION REQUESTS:

If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who contact you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.

RESIDENCY PREFERENCE:

An external applicant for a position in the OCFO 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. This preference is only granted upon initial appointment.

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.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:

Employment with the OCFO is subject to the completion and satisfactory result of a background investigation conducted by the OCFO. For most positions, the investigation is conducted after commencement of duty, at which time you will be provided background and release of information forms to complete. For more information, see the Employment Opportunities section at the OCFO website (www.cfo.dc.gov). Certain highly sensitive positions however warrant completion of the OCFO background investigation prior to commencement of duty. You will be informed if this is required.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). The applicant understands that making a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

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 any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment as a reemployed annuitant.

VETERANS PREFERENCE:

Applicants claiming veteran's preference must submit official proof with the application.

WORKING CONDITION:

Office Environment

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.

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. (RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. ALL APPLICATIONS, TRANSCRIPTS, AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.

"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:

Human Resources Director OCFO – OMA – Human Resources 1101 4th Street, S.W., Suite W220 Washington, DC 20024 (202) 442-6523

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OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cfo.dc.gov>

Position #16-AD-OGC-0001
ASSISTANT GENERAL COUNSEL
TG

1101 4th Street, S.W.
Suite W220
Washington, DC 20024
(202) 442-6523

email@email.com

Assistant General Counsel Supplemental Questionnaire

- * 1. Describe your knowledge of and experience in state, local, or federal tax law.

 - * 2. Describe your ability to communicate effectively, orally and in writing, relevant findings and conclusions using appropriate language, legal reasoning and organization of facts and ideas. Please submit a writing sample.

 - * 3. Describe your litigating experience with specific reference to a representative case or cases you have litigated, strategies employed, and outcomes. (Do not divulge any protected information).

 - * 4. Describe your ability to write legislation, regulations or rulings, and notices.
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- * Required Question