



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement

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

ANNOUNCEMENT NO: 08-EP-OTR-0047	POSITION: Chief Counsel
POSITION SERIES: DS-0905	POSITION GRADE: DS-16/1 – 16/10
OPENING DATE: June 17, 2008	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: July 1, 2008	SALARY RANGE: \$115,871 - \$140,602 TOUR OF DUTY:
WORKSITE LOCATION : 941 North Capitol St., N.E.	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: None	NO. OF VACANCIES: One (1)
AGENCY: Office of Tax and Revenue (OTR),	DURATION OF APPOINTMENT: Permanent

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

BRIEF DESCRIPTION OF DUTIES: The Chief Counsel provides legal advice, under the direction of the OCFO's General Counsel, to the Deputy Chief Financial Officer for OTR and other officials with respect to the implementation of rules, regulations and statutes, opinions and advice of the Office of the Attorney General (OAG), court opinions and administrative decisions, particularly in the areas of local and federal tax law, and real estate laws as such as law relates to the functions and operations of the District's Office of the Recorder of Deeds. Conducts investigations and prepares reports of incidents which give rise to civil and/or criminal litigation against OTR. Reviews drafts of proposed legislation, drafts proposed legislation or amendments to existing legislation and analyzes their impact upon the OTR, OCFO or the District, as appropriate policy, practices, and operations. Consults with others, as necessary to determine the implications of proposed legislation to OTR and the OCFO. Drafts for the signature of the Deputy Chief Financial Officer comments, reports and recommendations relating to these matters, in consultation with the OCFO's General Counsel. The incumbent is charged with the responsibility for the administration, direction and supervision of a staff of attorneys, certified paralegals and administrative personnel, and has substantial latitude to independently accomplish the work within the scope of the functions of the Chief Counsel's office. Organizes staff to best handle workload. Administers a wide variety of legal services including, providing legal advice and interpretation; drafting of legislation and regulations proposed by the OCFO or the District. Prepares for review by OTR's Deputy Chief Financial Officer OTR's legislative program. Attends Council and Congressional hearings and other public hearings, and helps represent OTR with regard to its position on various proposed tax legislation after appropriate clearance within the OCFO. Develops and assures implementation of appropriate and timely responses to Freedom of Information Act requests, as well as other disclosure requests from DC government agencies, federal government agencies, state and local governments, and the general public. Cooperates with and assists OAG in handling OTR's civil tax cases in the Tax Division of the Superior Court of the District of Columbia, and cooperates with and assists OAG in handling of administrative hearings on behalf of OTR. Supervises representation of OTR, and directly represents OTR when necessary, in all administrative hearings before the Office of Administrative Hearings. Provides assistance in furthering the equal employment opportunity and affirmative action programs with the department, providing advice regarding compliance with applicable laws and regulations.

MINIMUM QUALIFICATION: The successful applicant must be a college graduate with a Bachelor of Arts or Science Degree; must be a graduate of an accredited law school with a Juris Doctorate degree; must have at least six years of significant experience specializing in federal and/or state and local taxation matters. The incumbent must have the ability to critique meaningfully the legal work of attorneys with significant experience in state and local taxation and a demonstrated ability to communicate effectively, both verbally and in writing. The successful applicant must be willing to work long hours and produce under pressured conditions; must have the knowledge and ability to use computer word processing programs; must be familiar with and have working knowledge of Contracts Law, Constitutional and Criminal Law, Civil Procedures, and Rules of Professional Responsibility; must be a licensed member of the DC Bar or

be immediately eligible for a waiver into the DC Bar; and must have one (1) year of Specialized Experience performing the related duties and responsibilities at the next lower level.

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 the occupation in the organization.

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 RESUME.** 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 WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrated expertise in tax law and regulations of state and local jurisdictions, as well as federal tax law and regulations.
2. Demonstrated experience in tax controversies in federal/state/local courts and/or administrative hearings.
3. At least (5) years of experience managing a team of professionals and administrative staff.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S 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.

IMPORTANT NOTICE TO ALL APPLICANTS: Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the OCFO. 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. Thank you for considering employment at the OCFO!

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 (copy of College/University Transcripts, etc) MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00 pm) ON THE CLOSING DATE OF THE 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."

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.

WHERE TO APPLY:

Portia Shorter
OCFO – OMA – Human Resources
941 North Capitol Street, N.E., Suite 1200
Washington, DC 20002
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: 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.

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