



District of Columbia Housing Authority

Vacancy Announcement

Central Office

ANNOUNCEMENT #18-14(A)

(This Announcement amends area of consideration and opening and closing dates)

Title: Senior Paralegal Specialist	Department: Office of the General Counsel
Grade: DS-950-12	Salary Range: \$70,957 pa - \$92,583 pa
Opening Date: 11-30-17	Closing Date: Open until filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Serves as Senior Paralegal Specialist at the direction of the General Counsel, Deputy General Counsel and/or their designee; providing the full range of paralegal and general administrative support to OGC attorneys in all legal matters as assignments; assists other Paralegal Specialists. Assignments include, but not limited to, providing assistance on real estate matters, development and/or modernization activities, HOPE VI, property sale/acquisition, mixed finance, contracts and procurement, leasing, Housing Choice Voucher Program (øHCVPø) and other DCHA programs, public and assisted housing, Landlord/Tenant law, eviction proceedings, landlord contract claims, bankruptcy, tort claims, personal injury, false arrest, etc.
- Manages Internship and Fellowship Programs for OGC. This includes recruiting, monitoring and supervising law students working in the OGC.
- Distributes and balances the workload in accordance with supervisorø requirements; coordinates, coaches, facilitates, and provides assistance on specific tasks, job techniques and reference materials; and monitors and reports on the status of work in progress.
- Provides support and assistance to outside counsel (for all types of legal matters) as directed.
- Investigates facts in connection with litigation, interviews and prepares witnesses, drafts pleadings, assists in brief writing.
- Prepares eviction notices and other documents for landlord/tenant cases (both non-payment and fight-back cases).
- Trains litigation paralegals in case management process and procedures.
- Trains litigation paralegals in essential job functions as necessary.
- Researches and reviews all continuing legal educational opportunities for litigation paralegals.
- Serves as liaison between paralegals and attorneys when necessary and appropriate.
- Drafts real estate and transactional documents, including contracts and closing documents.
- Assists and prepares attorneys in connection with court appearances, real estate closings and client meetings, including real estate closings.
- Performs other related duties as assigned.

Qualification Requirements:

Must possess an Associateø or Bachelorø degree in paralegal studies from an accredited college or university; or related field; or a paralegal certificate obtained through a paralegal studies program approved by the American Bar Association or from an accredited college or university; and at least (4) four years of paralegal experience; or other equivalent combination of education and experience which meet the minimum qualifications requirement may be substituted at the discretion of the General Counsel.

Quality Ranking Factors:

The following ranking factors will be used in the evaluation process. All applicants must respond to each ranking factor by providing a narrative statement addressing the factors listed below. (*over*)

Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, etc. that includes the degree to which you possess the job related knowledge, skills and ability described in the ranking factors.

Note: *Failure to respond to all ranking factors will eliminate you from consideration.*

Ranking Factor #1: Knowledge of District of Columbia, U.S. Department of Housing and Urban Development, and other federal laws, codes, regulations, and rules affecting public and assisted housing management programs, real estate development and contracts and procurement law.

Ranking Factor #2: In-depth demonstrated knowledge of legal principles, the application of various laws and/or administrative decisions, interpretations, rules, policies and procedures; law library operations; legal research methodology and principles of legal analysis, especially as related to real estate, litigation and landlord/tenant law.

Ranking Factor #3: Paralegal knowledge sufficient to lead and assist others in accomplishing planned goals and objectives.

Ranking Factor #4: Familiar with court rules and electronic filing requirements.

Other Significant Factors:

- Applicants may be subject to background, past employment and personal history investigations.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202) 535-1618.
- This position **is not** in the Collective Bargaining Unit represented by AFGE Local 2725

For consideration please submit your application to:

**Human Resources Department
1133 North Capitol Street N.E., Room 222
Washington D.C. 20002
Fax # (202) 535-1375**

DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER