



District of Columbia Housing Authority

Vacancy Announcement

Central Office

ANNOUNCEMENT #19-16

Title: Supervisory Attorney (Operations and Litigation)	Department: Office of the General Counsel
Grade: DS-905-15	Salary Range: \$128,305 pa - \$168,227 pa
Opening Date: 12-10-18	Closing Date: Open until filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Supports and serves at the direction of the General Counsel and Deputy General Counsel; provides oral and written legal advice to DCHA executive management, departmental directors, managers and staff in a variety of areas, that may include, but not be limited to, the Housing Choice Voucher Program (øHCVPö) and other DCHA programs, public and assisted housing, Landlord/Tenant law, eviction proceedings, landlord contract claims, bankruptcy, tort claims, personal injury, false arrest, etc.
- Anticipates, identifies and resolves legal issues; assists Authority management in the development of legal strategies and solutions.
- Assists in the supervision and review of work product of associate and assistant counsel and paralegals; assists with or assumes responsibility for significant administrative tasks as defined by the General Counsel and Deputy General Counsel.
- Represents Authority before administrative agencies, including, but not limited to, the U.S. Department of Housing and Urban Development, Equal Employment Opportunity Commission, Office of Human Rights, DCHAø Office of Fair Hearings and in federal and local court, including U.S. District Court and D.C. Superior Court.
- Directs oral arguments assisting subordinate attorneys as needed; represents the Authority in civil and administrative litigation and proceedings; represents Authority at trials, hearings, mediations and depositions as needed.
- Formulates defenses and initiates legal actions in the best interest of Authority.
- Negotiates settlements involving legal issues or transactions on behalf of the Authority in conjunction with other Authority officials and/or outside counsel.
- Analyzes and coordinates monetary and other claims, including making recommendations for settlements, alternative dispute resolution or judicial action.
- Conducts and reviews legal research and drafts, reviews and approves discovery, memos, pleadings, motions, etc.; obtains consent from General Counsel or Deputy General Counsel as required.
- Supervises, monitors and supports outside counsel on DCHA legal matters, including review of strategy, transactional documents, pleadings, and preparation of witnesses for testimony.
- Performs other related duties as assigned.

Qualification Requirements:

Juris Doctorate (J.D.) required; and at least seven (7) years of progressively responsible and relevant legal experience with at least two (2) years in a supervisory capacity. Other combinations of education and experience which meet the minimum qualifications requirement may be substituted. Must be a member of the District of Columbia Bar (ability to waive in to DC may be substituted for an exceptional candidate). **(over)**

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

The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

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