

# Job Description

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Deputy General Counsel

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Alcoholic Beverage Reg Admin

**Department** LQ10000000

Alcohol &amp; Beverage Cntrl Adm

**Bargaining Unit** CH11**Maximum Rate** \$190,490.00**Available Openings** 1[☆ Add to Favorite Jobs](#)[✉ Email this Job](#)[👤 Refer Friend](#)

## General Job Information

### Job Summary

This position is located in the Alcoholic Beverage Regulation Administration (ABCA). The mission of ABCA is to support the public's health, safety, and welfare through the control and regulation of the sale and distribution of alcoholic beverages and medical cannabis.

Incumbent is responsible for assisting the Chief Legal Officer and the Technical Legal Advisor to the General Counsel. Incumbent also assists the General Counsel in managing the agency's legal affairs and directly manages the staff assigned to perform legal work. Incumbent's overall responsibility is to advise the ABCA Director, the Alcoholic Beverage and Cannabis Board (ABCA Board), and ABCA staff on all legal issues, recommendations, reviews and opinions regarding all functions and activities, both programmatic and administrative.

### Duties and Responsibilities

The incumbent serves as the Deputy General Counsel in ABCA's Legal Division and provides a wide array of legal advice to the General Counsel, the ABCA Board, the ABCA Director, and ABCA staff on matters assigned to the incumbent by the General Counsel. Assists the General Counsel in collaborating with the ABCA Board and ABCA Director to formulate and establish agency policies, regulations, orders, programs and activities, including procurement, personnel, Equal Employment Opportunity, and Freedom of Information Act issues, ensuring their proper implementation. Drafts written legal opinions, settlement agreements, and legislation or regulations proposed by the ABCA Director and ABCA Board, while assisting all agency divisions in formulating and standardizing legal documents that align with ABCA policies and serve the best interests of the district government. Provides legal advice on the implications of legislation and regulations proposed or adopted by the Federal Government, the Council, and other District agencies. Drafts written legal opinions, settlement agreements, and legislation or regulations proposed by the ABCA Director and ABCA Board, while assisting all agency divisions in formulating and standardizing legal documents that align with ABCA policies and serve the best interests of the district government. Conducts extensive legal research and provides advice to the General Counsel, ABCA Director, ABCA Board, and ABCA staff on complex legal matters, ensuring compliance with proposed laws and amendments to existing laws.

Prepares testimony for presentation at hearings before the Council of the District of Columbia, congressional committees, and other public appearances. Prepares legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues and recommendations for consideration of the Director. Plans, coordinates and administers the operations of legal affairs through subordinate attorneys. Engages in their functional responsibilities, reviews their work for quality and consistency, and devises and implements feedback systems, performance measures, and benchmarks to ensure adequate performance and successful goal achievement. Prepares testimony for presentation at hearings before the Council of the District of Columbia, congressional committees, and other public appearances. Also, represents and speaks for the Director/Agency on various complex and sensitive issues. Prepares legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues and recommendations for consideration of the Director. Identifies barriers to quality legal services, designs effective strategies to resolve issues, and implements corrective actions. Performs other related duties as assigned.

### Qualifications and Education

The incumbent must possess a basic knowledge of several titles of the District of Columbia Official Code and the DCMR which govern alcoholic beverage regulation. The incumbent must be able to interpret and apply this knowledge to various factual situations. The incumbent must be able to identify and isolate controlling legal issues from complex factual situations. The incumbent must be able to use sound judgment in resolving these legal issues in an orderly, systematic, and effective manner. The incumbent must be able to communicate precisely and effectively, both orally and in writing. The incumbent must be knowledgeable of the methods of researching applicable statutes, regulations, administrative rulings, and court decisions.

This position requires at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression. Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position. Examples of specialized experience include experience in legal services, and legal practices areas or performing similar work processes.

Must possess a LLB or Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association (ABA) at the time of appointment.

Must have at least two (2) years of post J.D. professional legal experience in an area closely related to the activity of the agency (Preferred).

### Licensures, Certifications

Must be an active member in good standing of the District of Columbia Bar or have the ability to waive in and be admitted within 360 days of appointment. An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia Bar during his/her employment in the Legal Service.

### Working Conditions/ Environment

Work is performed in a controlled office environment and in the field. Also, may involve some exposure to moderate risk of accidents and requires following basic safety precautions.

**Physical Demands:** Work is predominately sedentary; however, some walking, standing, and bending are encountered. Carrying heavy and cumbersome documents is common.

**Other Significant Facts**

**Tour of Duty:** Monday- Friday (Standard Tour of Duty)

**Pay Plan, Series and Grade:** LX-0905-01

**Promotional Potential:** No known promotion potential.

**Duration of Appointment:** This is a Legal Services (LS) Appointment

**Collective Bargaining Unit:** This position is covered under a collective bargaining unit.

**Position Designation:** This position has been designated as security-sensitive therefore the incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability, and as such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable.

**If the position you are applying for is in the Career, Management Supervisory, or Educational services at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.**

**EEO Statement:** The District of Columbia Government 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.