

Job Description

Job Title Deputy General Counsel

Job ID 3714

Date Opened 06/05/2018

Date Closed 07/04/2018

Location 1050 1st Street, NE

Full/Part Time Full-Time

Type of Appointment Legal Service - Reg Appt

Regular/Temporary Regular

Agency SR

Insurance, Securities and Bank

Area of Consideration Open to Public

Grade 01

Bargaining Unit CH11

Non Union - Chapter 11

Minimum Range \$111,732.000000

Maximum Range \$170,862.000000

Target Openings 1

Available Openings 1

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General Job Information

INTRODUCTION

This position is located in the District of Columbia Department of Insurance, Securities and Banking (DISB). The Deputy General Counsel assists the General Counsel, the principal legal advisor to the Commissioner of DISB, with responsibility for providing legal counsel and advice on all legal matters related to the authorities and functions of the DISB.

The purpose of this position is to serve as Deputy General Counsel for the DISB Office of the General Counsel, responsible for assisting with the managing of the DISB Office of General Counsel and providing legal services to DISB. Practice areas include insurance, securities, banking, finance, and access to capital programs for small businesses; administrative litigation; affirmative civil litigation; civil litigation defense; personnel and labor matters; drafting and reviewing contracts, inter-agency agreements, legislation, regulations, policies and procedures, testimony, and DISB orders and other issuances.

The Deputy General Counsel may be required to provide legal advice to Commissioner and DISB when the General Counsel is unavailable; provide legal advice to the Commissioner when he or she provides testimony before the Council or other legislative or regulatory bodies; handles and resolving administrative matters filed with the Department; attends settlement

conferences and litigation proceedings; and drafts affidavits, motions or other legal documents. Incumbent works closely with the General Counsel in the daily planning, coordination and management of the legal affairs of DISB.

POSITION CONTROLS

The incumbent works under the administrative direction of DISB's General Counsel. The incumbent acts with considerable latitude in the performance of his or her responsibilities. The incumbent confers with supervisor regarding the impact of proposed decisions as they relate to his or her goals and DISB priorities, and keeps supervisor informed on all major and sensitive issues. Work is reviewed for overall effectiveness in achieving desired objectives and goals.

Guidelines include Mayoral directives; policies and procedures established by the Commissioner of DISB; reported legal decisions and other reference works; District and Federal insurance, securities and banking laws and regulations, judicial decisions; District and Federal legislation; Acts of Congress and the Council of the District of Columbia, and other state or federal laws applicable to the District of Columbia and activities of DISB and its regulated entities, including personnel matters.

Incumbent adapts guidelines, determines novel methods of approach and initiates new or revised policies, procedures and practices. Incumbent is involved with legal issues that are often difficult and complex, and generally involve significant amounts of money.

MAJOR DUTIES AND RESPONSIBILITIES

Assists the DISB General Counsel in the planning and management of the DISB Office of General Counsel.

Serves as confidant and troubleshooter to DISB's General Counsel, and participates in the planning and policy decision-making; and, implementing, coordinating with the legal affairs for DISB, designed to facilitate and improve legal service delivery to the Department.

Works with the General Counsel with the development and instituting of program guidelines, new and improved policies, procedures and processes to effect efficient program operations.

Independently, plans, develops and institutes short/long term OGC plans and activities, incorporating DISB strategic initiative as required.

Review, research, and preparation of responses for the General Counsel and often confidential inquiries and correspondence from the Commissioner, the Executive Office of the Mayor, the Council of the District of Columbia, officials of the District and Federal governments, the media, other governmental or regulatory entities or jurisdictions, regulated entities and persons, and the general public.

Prepares legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues and recommendations for consideration of the General Counsel and the DISB Commissioner.

Conducts extensive and detailed research of legal issues and documents dealing with proposed laws and amendments to existing laws to assure conformance with legal requirements. Participates in the preparation of testimony for the Commissioner or other DISB staff or presentation at hearings before the Council, Congress, other legislative or regulatory entity and other public appearances.

Devises and implements feedback systems, performance measures and benchmarks to assure adequate performance and successful goal achievement. Identifies barriers to quality legal services; designs effective strategies to resolve issues; and, implements corrective actions.

Devises a system of controls and keeps carefully documented records. Plans, develops and directs the design and implementation of the data automation systems for the management and administration of the agency legal affairs. Formulates and guides feasibility studies to consider data automation applications.

Serves in the absence of the General Counsel.

Performs other related duties, as assigned.

OTHER SIGNIFICANT FACTS

Mastery of the mission, functions, organization, policies, and system requirements of DISB, District and the federal governments, state regulators, associates as well as mission and work processes of DISB.

Mastery of the concepts, laws, theories, principles, practices and techniques of legal proceedings to conduct the research on problems which arise in connection with the regulation of businesses and individuals in the financial services industries including insurance, securities, banking, and finance; hearings; to make accurate summaries of facts and applicable laws and court decisions, and present opinions and findings orally and in writing clearly and logically; to conduct and manage the prosecution of administrative hearings

in an efficient and expert manner; to analyze legal matters accurately and effectively.

Mastery of qualitative and quantitative analytic methods and techniques to analyze data and to identify and isolate controlling legal issues from complex factual situations. Mastery of management and organizational techniques, specifications for extraction of ad hoc reports from automated systems, and other procedures that can be applied in the conduct of a wide variety of analytical studies and special projects related to legal matters.

Superior communication skills both orally and in writing to prepare and present oral and narrative reports. Superior legal writing and public speaking skills. Ability to exercise tact, discretion and skill in personal relations in dealing with persons at various level, job categories, and groups, especially in public forum.

Demonstrated ability to manage and supervise legal and non-legal staff.

Ability to manage complex matters and projects in a busy and complex regulatory environment.

EXPERIENCE AND EDUCATION:

Graduated with a Juris Doctor from a law school accredited by the American Bar Association

(ABA), at the time of appointment. Must have at least eight (8) years of legal work experience, with at least five years in financial services regulation with a focus on banking and consumer finance. At least one year of the legal experience must be directly related to the work of the position and equivalent to the grade 15 or its' non-District government equivalent.

LICENSURE/CERTIFICATION

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 shall remain a member in good standing of the District of Columbia Bar during his/her employment in Legal Service.