



Office of the People's Counsel District of Columbia

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Sandra Mattavous-Frye, Esq.

DIRECTOR OF LITIGATION, LITIGATION SERVICES DIVISION People's Counsel
Vacancy Announcement 11-06

Closing Date: August 30, 2011

The Office of the People's Counsel seeks a qualified, experienced individual to work as a managing attorney in the Litigation Services Division. The Director of Litigation reports directly to the People's Counsel and is responsible for managing all matters related to the division's tasks and responsibilities, specifically with regard to electric, natural gas and telecommunications utilities, alternative energy suppliers and competitive telecommunications providers. The successful candidate must possess a substantive working knowledge of administrative law and civil litigation, work well under pressure, meet recurring deadlines, possess prior management and supervisory experience, possess strong oral communication and excellent organizational and interpersonal skills, possess excellent writing and analytical skills, be detailed oriented, and be a motivated self-starter. Candidate must possess a Juris Doctor degree. Candidate must be a member of the District of Columbia Bar or be eligible to waive into the District of Columbia Bar and present written proof that a waiver application has been filed as soon as practicable, but no later than 45 days after acceptance of employment offer. Candidate must possess at least six (6) years demonstrated experience in civil litigation or consumer oriented/legal services advocacy with two (2) years of supervisory experience. Knowledge of utility matters is highly desirable. Fluency in Spanish, Traditional Chinese, Korean, Vietnamese, French and/or Amharic preferred, but not mandatory.

Responsibilities Include:

- Manage the activity of attorneys, economist, paralegal specialist and litigation assistant in all aspects of case development and litigation.
- Manage preparation for and conduct litigation of administrative agency proceedings and appellate court proceedings.
- Maintain a substantive working knowledge of emerging utility regulatory matters.
- Assist in the resolution of consumer complaints; engage in community outreach and education.
- Represent and present on behalf of the agency in public forums.
- Direct assign tasks undertaken by retained legal and technical contractors.
- Provide legal advice to and assistance for other divisions within the Office of the People's Counsel.

**DIRECTOR OF LITIGATION, LITIGATION SERVICES DIVISION
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- Coordinate with other division managers regarding agency policy and objectives.
- Serve as agency liaison to the National Association of State Utility Consumer Advocates.

This is a full-time, non-union position with District government employment benefits including paid holidays, vacation/sick days, medical and dental plans, supplemental retirement plans and direct deposit.

Salary: \$117,196-\$146,345 (commensurate with education and experience)

District Residency: A person applying for a position in the Legal Service who is a bona fide District resident at the time of application for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points.

To Apply: Submit a resume, a professional writing sample, three professional references and a DC2000 employment application to: Brian O. Edmonds, Esq., Director of Human Resources, Office of the People's Counsel for the District of Columbia, 1133 15th Street, NW, Suite 500, Washington, D.C. 20005 Email: hr@opc-dc.gov by August 30, 2011.

EOE/ADA Employer