

POSITION ANNOUNCEMENT

POSITION: Assistant General Counsel	POSTING NO: #1266	DATE POSTED: 4/22/2013
LOCATION: Office of Legal Affairs Legal Services Corporation 3333 K Street, NW, 3 rd Floor Washington, D.C. 20007-3552	EMPLOYMENT STATUS: Regular/Full-Time/Exempt	POSITION REMAINS OPEN UNTIL FILLED
CLASSIFICATION: Band 3		

Overview: Established by Congress in 1974, the Legal Services Corporation (LSC) is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 800 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

The Assistant General Counsel serves under the supervision of the General Counsel in providing in-house counsel to LSC. This position is for an attorney with experience in federal rulemaking and administrative law. Experience in federal grants oversight is preferred.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Provides support to LSC's management, staff and Board of Directors in rulemaking matters, including drafting and revising regulations.
2. Analyzes relevant legal issues involving Congressional and LSC requirements, including restrictions on LSC's grantees.
3. Drafts legal interpretations and guidance, including public advisory opinions and internal legal advice, regarding legal requirements and restrictions.
4. Provides general legal advice on the functions and operations of LSC.
5. Reviews, negotiates, and drafts legal documents.
6. Provides legal analysis of proposed and/or enacted legislation related to LSC and its

grantees.

7. Communicates with the Board of Directors and its committees, LSC staff and management, the LSC Office of Inspector General, LSC grantees, and other entities or individuals involved or with an interest in the operations of LSC and its grantees.
8. Analyzes issues involving the Freedom of Information Act, the federal Government in the Sunshine Act, and other federal law applicable to LSC.
9. Performs other related duties as assigned.

CORE COMPETENCIES:

General:

Excellent written communication skills with demonstrated ability to produce professional, clear, well-written work product that requires minimal editing; excellent oral communication and interpersonal skills with demonstrated ability to reach different audiences and manage conflicts. Experience analyzing complicated concepts and offering cogent conclusions. Unimpeachable integrity and adherence to the highest standards of ethics and professionalism. Ability to function in a discreet, diplomatic, and confidential matter. Must possess sound judgment and articulate well-informed and objective recommendations. Ability to understand trends that affect LSC, its grantees and their clients. Must be conscientious, disciplined, versatile, and highly motivated. High degree of flexibility, capacity for self-management, and attentive to detail. Strong organizational skills, and ability to manage multiple priorities. Understanding of and commitment to organizational mission and goals. Ability to influence, motivate, challenge, and inspire confidence among others.

Technical/ Specialized:

A law degree; admitted to, or eligibility to waive into, the DC Bar and at least five (5) years' experience in the practice of law, including experience in the area of federal rulemaking and administrative law. Must have strong research and analysis skills. Experience in federal grants oversight, and negotiating and drafting contracts is highly desirable.

SALARY AND BENEFITS:

Salary Range: \$89,000 - \$115,000 (including Locality Pay), depending upon qualifications and experience. Excellent benefits package.

APPLICATION PROCEDURE:

Submit a résumé, cover letter (including where you saw the position announcement), and salary history to:

Legal Services Corporation
Office of Human Resources

3333 K Street, NW, 3rd Floor
Washington, DC 20007-3522
Fax: 202.337.6383
E-mail: jobs@lsc.gov

Note: Electronic applications are preferred. If applying by e-mail, please include the job title and posting number in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

Applications will be considered on a rolling basis and the posting will remain open until filled.

DIVERSITY STATEMENT:

LSC embraces diversity as a core value. We recognize that our success as a corporation depends on creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.