

**POSITION ANNOUNCEMENT**

<b>POSITION:</b> Program Counsel II or III	<b>POSTING NO:</b> #1267	<b>DATE POSTED:</b> 5/6/2013
<b>LOCATION:</b> Office of Program Performance Legal Services Corporation 3333 K Street, NW, 3 <sup>rd</sup> Floor Washington, D.C. 20007-3552	<b>EMPLOYMENT STATUS:</b> Regular/Full- Time/Exempt	<b>POSITION REMAINS OPEN UNTIL FILLED</b>
<b>CLASSIFICATION:</b> 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.

Under the general direction of the Director, Office of Program Performance, and/or his or her designee, works with grantee programs to provide programmatic oversight and to improve programs' delivery of legal services to the eligible population. Travel is required, consisting of up to six to eight weeks per year. This position is included in a collective bargaining unit represented by the International Federation of Professional & Technical Engineers, Local 135.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Conducts programmatic oversight of grantee programs and promotes improvement of grantees' ability to provide high quality, effective, and efficient legal services.
2. Evaluates grantee performance by reviewing proposals for funding and related documents and makes recommendations for funding.
3. Serves as a liaison between LSC and assigned grantees and is responsible for maintaining effective and open communication with grantees.
4. Participates in on-site reviews of grantees, drafts reports of findings and conclusions, and makes recommendations for program performance improvement using as guides the LSC Performance Criteria and the ABA Standards for the Provision of Civil Legal Aid.

5. Drafts special grant conditions and performs follow-up with grantees on recommendations for program improvement.
6. Serves LSC management as a resource on LSC's grantee community (e.g., issues related to Native American populations, Private Attorney Involvement, Limited English Proficiency, disaster relief, and delivery of services in rural areas) and provides specialized subject expertise.
7. Engages in grants management activities related to the design and implementation of the application process and the oversight of extant grants.
8. Works with the Office of Compliance and Enforcement on grantee program oversight and on other identified matters of mutual interest and concern.
9. Provides technical assistance and guidance to grantees on a variety of legal services delivery areas that is designed to improve delivery utilizing traditional and new delivery models.
10. Drafts reports and related documents designed to implement and interpret requirements of the LSC Act and implements LSC policy.
11. Works with colleagues in other LSC offices on issues related to the interpretation, review, and revision of current regulations and the development of new regulations, as appropriate.
12. Works with the Office of Legal Affairs regarding appropriate legal enforcement or defense actions concerning issues in OPP's areas of responsibility involving current or former LSC grantees and related entities.
13. Makes presentations about legal service delivery approaches and best practices at regional and national conferences, state and regional meetings, and at LSC Board meetings.
14. Works with other OPP staff members on focus groups, internal committees, and taskforces addressing a variety of legal services delivery topics, and helps develop and identify new knowledge for the benefits of fellow employees, as well as broader legal services community.
15. 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. Ability to conduct thorough investigations and reviews through effective interviewing, research, and application of relevant regulatory authority. Must be conscientious, disciplined, versatile, and highly motivated. High degree of flexibility, capacity for self-management, and attention to detail. Strong organizational skills, and ability to manage multiple priorities with shifting and/or competing priorities and tight deadlines. Understanding of and commitment to organizational mission and goals. Ability to influence, motivate, challenge, and inspire confidence among others. Ability to work well with persons from diverse backgrounds, perspectives, and working styles.

### *Technical/ Specialized:*

A law degree from an accredited law school and admission to the Bar of the highest court in a jurisdiction. Must be in good legal standing. Must have at least five (5) years experience in the practice of law for a Program Counsel II position or eight (8) years experience in the practice of law for a Program Counsel III position. Must possess solid research and analytical skills. Experience conducting program quality reviews preferred. Capacity to interpret the LSC Act, Appropriations Riders, LSC regulations, policies and rules. Experience with the legal services delivery system is preferred.

## **SALARY AND BENEFITS:**

Salary Range: \$98,000 - \$110,000 (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](mailto: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.