



America's Partner For Equal Justice

POSITION ANNOUNCEMENT

POSITION: Assistant General Counsel	POSTING NO: #1259	DATE POSTED: 12/28/12
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 (Temporary; Not to Exceed Six Months)	POSITION REMAINS OPEN UNTIL FILLED
CLASSIFICATION: Band 3/Professional		

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 over 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 supervision of the Vice President for Legal Affairs and General Counsel, the Assistant General Counsel is responsible for advising LSC on relevant legal matters; interpreting and drafting opinions on the LSC Act and corresponding rules and regulations; assisting the General Counsel in managing and resolving litigation and other disputes; assisting the General Counsel with LSC's Freedom of Information Act (FOIA) and Corporate Secretary obligations; negotiating, drafting, and reviewing LSC's contracts with third-parties; and providing counsel on best practices that affect workplace and policy initiatives.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Understands the LSC Act, the federal appropriations process and regulations affecting LSC. Works with internal stakeholders to resolve questions of compliance and enforcement and draft opinions.
- Provides legal advice and best practices counseling to management on a variety of legal matters, including the various statutory and regulatory requirements and restrictions applicable to LSC grantees, as well as those applicable to LSC, litigation, labor and employment, employee benefits, contracts, insurance, appropriations law, administrative law/matters, and other general corporate counsel issues.
- Assists with management and resolution of litigation and other disputes through drafting necessary filings and responses and, in consultation with the General Counsel, supervises the work of outside counsel
- Reviews contracts for legal sufficiency, negotiates proposed changes and drafts legal documents.
- Analyzes and drafts memoranda and opinions regarding issues of relevance to LSC and its grantees.
- Assists the General Counsel with processing FOIA requests and addressing Corporate Secretary matters, including drafting minutes and preparing meeting notices.

- Performs independent legal research, including legislative and regulatory history, as necessary, using online legal databases and other legal resources.
- Attends meetings with internal stakeholders, and serves on working groups convened to improve corporate policies and initiatives.
- Performs other related duties as assigned.

COMPETENCIES REQUIRED

General:

Excellent written communication skills with demonstrated ability to produce professional, well-written work product that requires minimal editing; excellent oral communication and interpersonal skills with demonstrated ability to effectively reach different audiences and manage conflicts. Must possess sound judgment, be conscientious, disciplined, versatile, and highly motivated. High degree of flexibility and capacity for self-management and working independently. Strong organizational skills, attention to detail, and ability to manage multiple priorities. Unimpeachable integrity and personal ethics.

Technical/ Specialized:

A law degree and admission to DC Bar and at least six (6) years of experience in the practice of law, with proven ability to analyze statutes and complex regulations and to manage litigation. Must have excellent analytical and research skills. Experience in administrative law and litigation is required. Experience with a legal services program preferred.

SALARY AND BENEFITS

Annual Salary: \$85,000 to \$105,000 (including Locality Pay), depending on qualifications and experience. Excellent benefits package.

APPLICATION PROCEDURE

Submit a résumé, cover letter, and salary history to:

Legal Services Corporation
Office of Human Resources (#1259)
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 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 upon 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.