



District of Columbia Sentencing Commission

441 Fourth Street, NW, Suite 430 South, Washington, D.C. 20001
(202) 727-8822 – Fax (202) 727-7929

Hon. Milton C. Lee
Chairman

Barbara S. Tombs- Souvey
Executive Director

General Counsel Position Vacancy

The mission of the [District of Columbia Sentencing Commission](#) is to implement, monitor, and support for the District's Voluntary Sentencing Guidelines, to promote fair and consistent sentencing policies, to increase public understanding of sentencing policies and practices, to evaluate the effectiveness of the guidelines system in order to recommend changes based on actual sentencing and corrections practice and research. The Counsel of the District of Columbia (the Council) established the Commission in 1998 to study sentencing practices and recommend criminal sentencing reforms.

This position is established to serve as the General Counsel to the DC Sentencing Commission (Commission), reporting to the Executive Director of the Commission and functioning as the Commission's chief legal officer. The General Counsel provides legal advice to the Commission and the Executive Director, represents the Commission and Executive Director in various legal proceedings, and acts as the principal attorney in the development of new and amended legislation and regulations. The General Counsel serves at the pleasure of the Commission.

Major responsibilities include:

- Reviews and evaluates all significant legal and policy initiatives related to the DC Sentencing Guidelines. Reviews and evaluates all litigation against the Commission. Intervenes, as appropriate, in on-going litigation brought by or against the Commission.
- Designs and implements legal strategies for modifications to the Sentencing Guidelines, under the direction of the Executive Director and/or Commission. Reviews various statutes, legal documents and relevant case law to determine whether execution of any proposed actions is in the best interest of the Commission.
- Prepares written policy statements for action taken by the Commission. Coordinates legal, policy and operational initiatives related to policy or technical modifications to the Sentencing Guidelines.
- Drafts legislation or prepares reports on changes in basic sentencing structure and Commission related legislation. In drafting or reviewing proposals: analyzes the case law, relevant court decisions; evaluates the facts; determines questions of law or relevant policy decisions; and either recommends adoption of decisions; and

- either recommends adoption of the decision prepared by another attorney, or drafts a comprehensive decision for consideration.
- Drafting and/or reviewing all agency contracts, agreements, and procedures.
 - Ensuring that agency operations, activities, and actions are in compliance with all applicable laws, regulations, and mandates.
 - Monitoring and supporting the implementation and use of the Sentencing Guidelines and assisting in developing revisions to the Guidelines.
 - Performs other related duties as assigned.

Other Significant Facts

- Must possess law degree and must either be a member of or eligible for waiver into the District of Columbia Bar within 360 days of appointment.
- The successful candidate should also have excellent legal research and writing skills, including at least three (3) years of criminal trial experience.
- Domicile Requirement- Excepted Service appointees must either be a District resident at the time of their appointment or become a District resident within 180 days of their appointment date.
- Candidates for the position will be subject to a background check.
- Salary Range for this position: ES-8 \$95,524 - \$143,286

Application Procedure:

If you are interested in applying for the position of General Counsel, please submit the following application documents:

- Cover letter which specifically addresses the applicant's experience in areas related to the major duties of the position.
 - Resume
 - A writing sample - not to exceed 10 pages
 - Please respond to each of the following ranking factors in a complete and concise manner, using specific examples when appropriate.
1. Are you familiar with purpose and function of Sentencing Guidelines in any jurisdiction?
 2. Have you had experience working with the DC Voluntary Sentencing Guidelines? If you answered yes, please describe in detail your experience and familiarity with the DC Sentencing Guidelines.
 3. What experience have you had in working with the DC Government's Contract and Procurement process? Specifically highlight any experience with developing Statement of Work or Request for Proposals.

4. Please describe your experience incorporating legal issues or principals into policy statements. Please provide specific examples.
5. What has your experience been with using data to assess, inform, review, or support legal or policy issues?

ONLY INDIVIDUALS WHO MEET MINIMUM QUALIFICATIONS WILL BE CONTACTED

Applications should be submitted via email to Barbara Tombs-Souvey, Executive Director at Barbara.tombs@dc.gov or applications can be mailed to:

Barbara Tombs-Souvey, Executive Director
DC Sentencing Commission
441 4th Street NW, Suite 430 S
Washington, DC 20001