

ATTORNEY-ADVISOR
(Revised Criminal Code Act Project Leader)
ES-905-07
District of Columbia Sentencing Commission

INTRODUCTION:

The D.C. Sentencing Commission (the Commission) is currently looking to hire an Attorney Advisor who will be responsible for leading the Commission's efforts to evaluate and significantly modify the D.C. Voluntary Sentencing Guidelines and Commission functions in response to changes brought on by the potential passage of the Revised Criminal Code Act of 2022 (RCCA).

This Excepted Service position is in the District of Columbia Sentencing Commission, which is an independent agency of the District of Columbia. The Commission developed and implemented Sentencing Guidelines used by judges in felony cases in the Superior Court of the District of Columbia. The Commission monitors compliance with the Guidelines and evaluates reasons for authorized and unauthorized departures, provides training to judges and practitioners on Guidelines application, and conducts research on sentencing in the Superior Court.

MAJOR DUTIES:

The Attorney Advisor will be responsible for leading the Commission's efforts to adapt the D.C. Sentencing Guidelines and Commission operations to a new Model Penal Code based criminal code. The result may range from a complete revision of the Guidelines and Manual to modifications to specific rules or offense rankings. This effort includes conducting extensive legal research related to reforms to the District's criminal laws and procedures.

A successful candidate will:

- Work with the Commission and the Executive Director to develop the process the Commission will use to review and evaluate potential reforms.
- Provide detailed oral or written opinions with respect to proposed actions, alternative actions, and hypothetical situations related to these reforms.
- Draft proposed reforms to the District's Voluntary Sentencing Guidelines, along with explanatory legal and policy analyses.
- Ensure that all proposed changes are fully researched and briefed.
- Examine and analyze proposed legislation and other legal documents from various sources for legal sufficiency, both as to the form and substance of rulemaking decisions.
- Work with Commission members, the agency's Executive Director, and other Commission staff to plan for, develop, and implement changes to the Sentencing Guidelines and the Commission's activities based on potential changes to the D.C. Criminal Code.

- Educate and train staff, Commission members, and agency partners on the effect the RCCA and any proposed Guidelines changes will have on sentencing in the District.
- Assist the Executive Director and staff in evaluating and proposing necessary changes to the Commission's data system resulting from the enactment of the RCCA.
- Lead, direct, monitor, and review the work of project attorneys, other project staff, and/or interns, and provide appropriate feedback, as assigned (this is a non-management position, however the successful candidate will lead the project).
- Assist other Commission staff members in fulfilling the Commission's duties and mandates (for example, assisting with Sentencing Guidelines inquiries, trainings, and Commission publications and reports).
- Perform any other legal and administrative work associated with the conclusion of assigned matters.
- Recommend appropriate courses of action to the Executive Director, as deemed necessary.
- Keep abreast of judicial, agency, and other changes in laws and regulations related to the D.C. Criminal Code, Court rules, stakeholder business practices, and the functions of the Commission.
- Perform other related duties as assigned.

QUALIFICATION AND EXPERIENCE:

Required Qualifications

Graduated with a Juris Doctor from a law school accredited by the American Bar Association (ABA) at the time of appointment, plus two (2) years of legal experience practicing law in area closely related to activity of the DC Sentencing Commission.

Must be an active member in good standing of the bar of the District of Columbia, or eligible for waiver into the bar. (If eligible for waiver, incumbent must successfully obtain admission to the D.C. Bar within 360 days of commencing employment).

Incumbents for this position shall be subject to a NCIC criminal background check.

Preferred Qualifications and/or Experience:

- Experience working with Sentencing Guidelines
- Experience drafting criminal statutes, rules, regulations, or policies
- Experience working with or analyzing model penal code based statutory schemes
- Extensive knowledge of D.C. criminal procedure and criminal justice operations
- Project management and/or team leadership experience
- Experience training and educating others on complex legal issues
- Experience working with criminal law, court, or law enforcement data

- The ability to write polished publishable memoranda, position papers, and reports in a clear, concise, and timely manner

SUPERVISORY CONTROLS:

Work proceeds under the supervision of the Executive Director. The successful applicant will, to a considerable extent, exercise independent judgment in carrying out assignments, including selection of methods, approaches, problem solving, and other related functions. Unprecedented problems and proposed solutions are brought to the Executive Director's attention. Work is generally reviewed for the soundness of decisions or conclusions, and to determine compliance with established laws, regulations, rules, and policies.

WORKING CONDITIONS/ENVIRONMENT:

The work is performed in an adequately lighted and climate-controlled office.

DOMICILE REQUIREMENTS:

Applicant will be subject to the domiciliary requirements for Excepted Service appointees, who must be domiciled in the District of Columbia at the time of appointment or become domiciled in the District of Columbia within 180 days after appointment and maintain such domicile for the duration of his or her appointment.

OTHER SIGNIFICANT FACTS:

Tour of Duty: 9:00am – 5:30pm Monday – Friday (a flexible work schedule may become available)

Pay Plan, Series, Grade: ES-0905-07

Salary Range: \$93,188 – \$139,770 per year

Note: The annual salary for this position will not start above \$120,000 per year.

Promotional Potential: None

Collective Bargaining Unit: This position is not covered under a collective bargaining unit.

Position Designation: This position is designated as Security Sensitive. The incumbents of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, suitability.

How to Apply: Interested candidates must submit a cover letter, resume to scdc@dc.gov. Only individuals who meet the minimum qualifications will be contacted. Candidates who are scheduled for an interview will be asked to provide a writing sample.

Please include the answers to the following questions in your cover letter:

1. Describe your experience working with sentencing guidelines or sentencing policy.
2. Describe your training or experience researching and/or drafting statutes, codes, rules, regulations, or policies.
3. Describe your experience working with or analyzing model penal code statutory schemes.
4. Describe your training or experience with DC criminal law or the DC criminal code.
5. Discuss your project management and team leadership training or experience.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation.