



**DISTRICT OF COLUMBIA RETIREMENT BOARD**  
**Position Vacancy Announcement**

<b>ANNOUNCEMENT NO:</b> 20241219	<b>POSITION:</b> Staff Attorney
<b>OPENING DATE:</b> December 19, 2024	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 9:00 a.m. – 5:30 p.m., Monday – Friday	<b>ENTIRE RANGE:</b> \$109,071 - \$174,175 (Grade 10) DOQ
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Legal Services (“At-Will”)
This position is <b>NOT</b> in a collective bargaining unit.	

**\*\*\* Successful pre-employment criminal, financial, educational, and certification background checks are required. \*\*\***

**ABOUT THE D.C. RETIREMENT BOARD:** The District of Columbia Retirement Board (DCRB) is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Fund and the D.C. Teachers' Retirement Fund, as well as to administer benefits for the members of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

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## **POSITION SUMMARY**

The Staff Attorney reports to the General Counsel and provides legal support to the DCRB legal team across investments, human resources, benefits, procurement and other departments as requested by the General Counsel. The Staff Attorney will work directly with the General Counsel, Senior Investment Funds & Compliance Counsel and Senior Benefits & Compliance Counsel. This role includes, but is not limited to, assisting with board governance and general agency operations, responding to freedom of information act inquiries, ensuring compliance with governing authorities and assisting with review of investment contracts, regulatory matters, corporate governance of existing investments and compliance functions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** (*Duties that occupy a major portion of time and importance of the job*)

- Analyzes, evaluates and advises on federal and state rules, regulations and legislative proposals.
- Attends meetings of the board of trustees and committees and oversees production of board materials, meeting minutes and records retention.
- Assists staff with implementing policies across departments.
- Drafts legislative initiatives, regulations, guidance, agency testimony, reports, policy statements, and contracts as needed.
- Collaborates with internal and external subject matter experts and stakeholders on legal matters impacting agency operations and issues involving retirement plan statutes and tax qualification matters, benefit claims, investments, fiduciary issues, and litigation.

- Reviews and catalogues incoming requests for public records (e.g., FOIA requests); coordinates with internal stakeholders and drafts responses.
- Supports efforts to refine policies and execute projects that ensure compliance with open government and record retention policies, laws and regulations.
- Assists with review of new investments and investment due diligence, including, but not limited to, review of investment contracts, side letters and side letter compendiums, completion of subscription agreements and cataloging of terms.
- Assists with review of and response to corporate governance requests from investment managers (e.g., amendments to governing documents, limited partner advisory committee consents, etc.).
- Supports the compliance functions of the investment program, including monitoring of diligence processes, investments and investment restrictions and updates to internal controls and processes as necessary.
- Advises and assists with procurement processes, including performing RFPs analyzing and reviewing procurement processes and legal agreements to assure compliance with policies and regulations.
- Assesses potential legal issues, matters, and risks to each of DCRB's departments, including, but not limited to, benefits administration, investments, human resources, finance, government contracting, and IT, and provides assistance, counsel, and solutions as needed.

## **FUNCTIONAL COMPETENCIES**

- Advanced knowledge of legal research methods, techniques, sources, databases, and other research tools.
- Knowledge or interest in employment law, corporate or securities law, administrative law, government contracts and procurement, tax law and/or employee benefits law (including ERISA).
- Knowledge of or interest in investment funds and corporate governance.
- Knowledge of Federal and District of Columbia (and/or other state/municipal government) legislative processes.
- Knowledge of or interest in current and developing legal issues and trends in pension plan governance and administration.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle multiple projects concurrently, and to manage time effectively.
- Proficient in using Microsoft Office Outlook, Word, PowerPoint, with a working knowledge of Microsoft Excel and similar products.

## **REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS**

- Juris Doctor required from an accredited law school
- Admitted and qualified as a member in good standing of a state bar and willing to register with the Bar of the District of Columbia

## **JOB EXPERIENCE (Years & Type)**

- Two (2) to seven (7) years of legal experience in some or all of the following: board governance, regulatory, benefits or employment law, government contracting, investments, administrative law, securities law and/or litigation
- Prior experience working in the District of Columbia government or another state or local government is preferred, but not required

## **WORKING CONDITIONS:**

- Normal office environment

## **COMPENSATION LEVEL:** DCRB Grade 10

*This job description indicates the general nature and level of work to be performed by an employee in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of an employee assigned to this job. The employee may be asked to perform other duties as assigned.*

## **EQUAL EMPLOYMENT OPPORTUNITY**

DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

## **RANKING FACTORS:** NONE

## **APPLICATION INSTRUCTIONS:**

Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website: <http://dcrb.dc.gov/service/working-dcrb>.

Once completed, submit the DC2000 Employment Application, along with a cover letter, via email to [dcrb.vacancies@dc.gov](mailto:dcrb.vacancies@dc.gov).

Applicants claiming Veterans Preference must submit official proof with their application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

**NOTE:** It is imperative that all information on the DC2000, resume, and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations may be grounds for disqualification for this position or termination.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, Section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, Section 22-2405 et seq. (2001).

**DRUG-FREE WORKPLACE ACT OF 1988:** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.



**OFFICIAL JOB OFFERS ARE MADE ONLY BY DCRB HUMAN RESOURCES**

