



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-22-13	POSITION TITLE: Administrative Assistant
POSITION GRADE: ES-05	SALARY RANGE: \$50,000-\$55,000
OPENING DATE: 04-21-22	CLOSING DATE: Open Until Filled
FIRST SCREENING DATE: Upon Receipt	TOUR OF DUTY: 9:00 a.m. – 5:30 p.m.
NO. OF VACANCIES: One (1)	OFFICE: Office of Councilmember Janeese Lewis George
TYPE OF APPOINTMENT: Full-time Excepted Service	DURATION OF APPOINTMENT: At Will
AREA OF CONSIDERATION: Open to the General Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

The major functions of this position are:

- Keeps abreast of the issues impacting the operations of the office through regular contact and meetings with members of the staff. Keeps the supervisor informed offering solutions to problems relating to the operations of the office.
- Maintains the supervisor or staff members schedule ensuring that when meetings are confirmed that information is collected concerning the participants, issues that will be addressed and any other information or data that might be necessary for a successful meeting.
- Prepares briefing packages based on own knowledge or based on information collected from others. The briefing packages are to be prepared is sufficient time for the supervisor to review and make comments, changes and for these changes to be made and incorporated into the final briefing package.
- Responds both verbally and in writing to a wide variety of inquiries concerning activities of the Council, government services, and policies. Assures that information provided is accurate and reflects the views of the Councilmember, supervisor or manager. If the incumbent does not know the answer to the inquiry refers the caller or correspondence to the appropriate staff member.

- Receives, investigates and answers complaints from citizens concerning activities, decisions and policies of the Council; receives, investigates or answers complaints from citizen concerning activities, issues or problems with DC government departments, agencies, and offices. The complaints or inquiries from citizen may be in person, from the telephone, from voice mail messages, from the website or in writing.
- Collects budget and financial information, operational information, and other information as instructed by the supervisor. Sources of information may be within the office, other components of the office, other components of the Council or DC government, federal agencies, Internet, Intranet or other primary and secondary sources.
- Assists in the facilitation of meetings or planning sessions by collating information, taking notes (recordkeeping), operating equipment such as InFocus machines and other facilitation support functions.
- Inputs information into a correspondence or legislative tracking system, provides updates, runs reports and responds to special requests. Ensures that information is recorded timely and accurately.
- Provides status reports of legislative issues based on the information maintained in the legislative information management system.
- Compiles data from various source documents to be used in the program monitoring functions.
- Uses software packages to produce charts, graphs, and tables.
- Maintains files and records in support of the office operations.
- Acts as the liaison to the Information Services Division, Human Resources Division and Support Services Division in the Office of the Secretary. These liaison functions include but are not limited to acquisition of supplies, installation of new software packages, hardware or systems upgrades, time and attendance, employment of new employees, records management and general facilities support.
- Maintains the Constituent Services Fund including recordkeeping, bookkeeping and reporting activities.
- Maintains and updates the Constituent database.

INCUMBENT ATTRIBUTES:

Successful incumbents of this position will have education of at least one year above the high school level. Work experience of at least four (4) years in progressively responsible administrative support to a high level supervisor, manager or executive is required for the successful candidate. For those candidates that do not have education above the high school level, experience must illustrate the possession of the skills and competencies associated with providing progressively responsible administrative support.

HOW TO APPLY:

All applicants must submit a DC 2000 (DC Government Employment Application). DC 2000 can be found at: <https://dccouncil.us/jobs-solicitations/application-for-employment/>. Resume may be attached. Applications will **not** be returned. APPLICANTS WILL ONLY BE NOTIFIED IF AN INTERVIEW IS GRANTED. **Note: It is imperative that all information on the DC 2000, resume and supporting documents be both accurate and truthful and subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position.**

SEND APPLICATION/RESUME TO:

Lenace Edwards, Chief of Staff
 Office of Councilmember Janeese Lewis George
 ledwards@dccouncil.us
No phone calls, please.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment, or become a domiciliary of the District of Columbia within 180 days of appointment, and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership.

COVID-19 VACCINATION POLICY:

The highest priority for the Council of the District of Columbia (“Council”) is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees’ well-being, as well as the health and safety of our volunteers, contractors and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

DRUG-

FREE WORKPLACE: 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/her immediate supervisor, in writing, not 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.

EEO Statement: The District of Columbia government is an equal opportunity employer.

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.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also 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.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL’S HUMAN RESOURCES DIVISION
Council of the District of Columbia