



Job Title: Trial Attorney

Grade: 13

Salary: \$98,362 - \$127,864

Requirements: Graduate from a School of Law accredited by the American Bar Association. Active member in good standing of the District of Columbia Bar or eligible for waiver into the Bar.

Qualifications: Two (2) years of relevant legal experience as a licensed attorney.

Job Description:

Collective Bargaining Unit (Union): This position is in the collective bargaining unit.

This position is located in the Labor Standards Bureau, Office of Wage-Hour. The Office of Wage-Hour has the responsibility of answering public inquiries about minimum wage and wage payment laws, responding to employee complaints by phone, mail and in person; computing and collecting back wages under the Minimum Wage Act Revision Act and D.C. Wage Payment and Wage Collection Law; performing compliance audits and investigations of private sector employers in the District of Columbia; and mediating employer/employee disputes relative to wages, and hours worked, overtime, compensation, commissions and vacations. This Trial Attorney is required to perform duties related to the following:

Litigation

- Enforce compliance with the District wage-laws and benefits, review and advise on policy and regulations. Represent OWH in court, hearings and fact finding conferences.
- Provides litigation with full responsibility for preparation and trial of cases assigned.
- Reviews information presented and relevant case law to determine whether a proceeding or filing should be initiated. Reviews for this purpose include interviewing agency officials, other potential witnesses, available documents and sources of information.
- Negotiates resolution of cases and determines, with the approval of the supervisor, when continued proceedings are no longer in the best interest of the District of Columbia and prepares documentation and necessary court papers to implement negotiations.

Administrative

- Prepares complaints, responses, motions, legal briefs/memoranda as appropriate.
- Performs all functions related to case and calendar management, such as pretrial, motion and trial scheduling, preparation of case transfer or close-out reports, case file entry updating, documentation of action taken or orders issued, timely preparation and service of filings, timely issuance of subpoenas, and any other administrative function associated with litigation.