**Administrative Law Judge: District of Columbia Office of Administrative Hearings**

**ES-0935-09**

**Introduction**

The District of Columbia Office of Administrative Hearings (OAH) is looking for qualified public and private sector attorneys to fill multiple Administrative Law Judge (ALJ) positions. OAH is a central administrative tribunal that adjudicates disputes arising from a broad spectrum of regulatory disciplines, including the civil enforcement of public health, environmental, and business standards, public benefits disputes, challenges to governmental licensing and permitting decisions, and other contested cases emerging from more than forty agencies, boards, and commissions. OAH provides a professional, impartial forum to litigate and, where appropriate, mediate these cases. The ALJ position is a created by, and subject to, the Office of Administrative Hearings Establishment Act of 2001, as amended.

# Major Duties

OAH ALJs serve as impartial triers of fact in quasi-judicial proceedings requiring a decision on the record after an opportunity for a hearing. In general, ALJs prepare for and preside over contested cases governed by the District of Columbia Administrative Procedures Act and related agency-specific statutes and regulations. ALJs rule on motions, conduct pre-hearing conferences, issue subpoenas, preside over in-person evidentiary hearings, review briefs, and prepare and issue final decisions, including written findings of fact and conclusions of law. ALJs may also be called upon to mediate disputes in lieu of litigation.

ALJs must write fair, legally sound decisions in language understandable to attorneys, self- represented litigants, and the general public. Most OAH final decisions are appealable directly to the District of Columbia Court of Appeals. Decisions must reflect sufficient rigor to withstand appellate review and promote stakeholder confidence in OAH’s impartiality and overall quality of decision making.

ALJs must manage their caseloads efficiently, meeting applicable time standards dictated by statute, regulation, and internal agency policies. ALJs are also expected to contribute to the overall efficiency of OAH operations through, among other things, service on agency committees, mentorship of staff, participation in training and professional development, and the performance of other operational assignments as needed.

# Work Experience and Bar Membership

Each ALJ applicant must have at least five years of work experience as a public or private sector attorney, and must be a member in good standing of the District of Columbia Bar.

# Domicile Requirements

Each ALJ 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.

# Salary and Term of Employment

Salary is $164,836 per year.

ALJ appointees shall serve an initial two-year term, and are eligible for subsequent six-year reappointments.

This position is covered under a collective bargaining unit. You may be required to have union dues or other applicable fees deducted from your salary.

Interested candidates should download an application package from the OAH or DCHR website, and submit a completed application, resume, and cover letter to April Garner, Management Liaison Specialist, at [april.garner2@dc.gov.](mailto:%20april.garner2@dc.gov.)

The District of Columbia is an equal opportunity employer, in accordance with the DC Human Rights Act of 1977, as amended, DC Official Code § 2-1401.01.

Closing Date is Saturday, February 10, 2018.

All applications must be submitted by 11:59pm on Saturday, February 10, 2018 to be considered for this position.