

Executive Assistant to the People's Counsel

Job ID: 30186

Grade: 13

Appointment Type: Career Service – Term Appointment

Status: Full-Time, Regular

Area of Consideration: Open to the Public

Salary Range: \$93,069 – \$119,916

Open Date: August 5, 2025

Close Date: August 24, 2025

Vacancies: 1

About the Office

The Office of the People's Counsel (OPC) is an independent agency of the District of Columbia government. The People's Counsel, appointed by the Mayor, leads the agency in advocating for consumers of natural gas, electric, and telephone services. OPC represents ratepayers in utility-related proceedings and before federal regulatory bodies.

Position Overview

The Executive Assistant provides high-level administrative, executive, and legal support to the People's Counsel. This role requires sound judgment, discretion, and a deep understanding of agency operations. The incumbent serves as a confidential advisor, managing a wide range of duties essential to the agency's mission.

Key Responsibilities

- Manage communications, scheduling, and executive meetings
- Support strategic planning and decision-making
- Coordinate briefings with officials and stakeholders
- Handle sensitive matters with professionalism
- Conduct legal research and draft materials
- Track deadlines and follow up on regulatory actions
- Improve internal systems and workflows
- Ensure compliance with policies and procedures
- Maintain organized electronic records and correspondence

Qualifications & Education

- One year of specialized experience at the CS-12 level
- Bachelor's degree in business administration, Public Administration, Legal Studies, or related field
- 5–7 years of progressive administrative or legal experience, including 2 years supporting executive leadership
- Experience in government, regulatory, or legal environments preferred
- Paralegal certification or equivalent legal training preferred