

Circuit Court for Baltimore City Assistant Counsel for General Magistrates

The Circuit Court for Baltimore City is seeking an Assistant Counsel in the General Magistrates' office to be responsible for review of court filings, primarily in tax sale foreclosure, mortgage foreclosure, and ejectment actions.

Major Responsibilities

- Analyzes motions in terms of applicable statutes, rules, regulations and case law.
- Prepares opinions and orders.
- Prepares for meetings with the Bar and has responsibility for all matters in subject cases
- Performs research and writes memoranda regarding updates on changes in the law.
- Interacts with others regarding subject cases.
- Works under direct supervision of the Magistrates.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

J. D. Degree from an accredited law school. Training in the use of legal research software.

Knowledge, Skills and Abilities

- Exemplary research skills using Westlaw and Lexis software, with proficiency in Microsoft Office
- Excellent written and oral communication skills
- Accomplished at handling volume under pressure, with strong attention to detail

Compensation:

This is a full-time contract position
with limited benefits based on Maryland's Sick and Safe Leave policy.
The annual salary is \$61,189.26.

To Apply:

This position will be **open until filled**.

Please submit a cover letter, resume, law school transcript, writing sample and list of references to:

Ms. Jacqueline Hale
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
Fax: 410-396-1545
www.baltimorecity.gov

TTY 396-4930

****No phone calls please***

AN EQUAL OPPORTUNITY EMPLOYER