

Circuit Court for Baltimore City

Compliance Analyst for General Magistrates

The Circuit Court for Baltimore City seeks two (2) Compliance Analysts in the General Magistrates' office to review court filings, primarily in tax sale foreclosure, mortgage foreclosure, and ejectment actions. The incumbents will work under the direct supervision of the Magistrates.

Major Responsibilities

- Analyzes motions filed in the identified case types for compliance with applicable statutes, rules, regulations, and case law.
- Assists magistrates in preparing for hearings.
- 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.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below represent the knowledge, skills, and/or abilities 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 permanent position with benefits. The starting salary is \$79,507. The salary range is \$79,507-\$127,043.

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, Human Resources
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
Fax: 410-396-1545; TTY 396-4930
www.baltimorecity.gov

****No phone calls please***

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