

Circuit Court for Baltimore City Guardianship Attorney

The Circuit Court for Baltimore City is seeking a Guardianship Attorney to be responsible for coordinating all aspects of the Court's consideration of guardianship actions.

Major Responsibilities

- Analyze papers filed in guardianship actions for compliance with applicable statutes, rules, regulations, and case law.
- Draft show cause and attorney appointment orders.
- Schedule guardianship hearings in conjunction with Clerk's Office.
- Prepare proposed orders in guardianship actions.
- Assist judges hearing guardianship actions.
- Appear to testify at guardianship hearings as needed.
- Perform research and write memoranda regarding updates or changes in the law and other issues in guardianship actions.
- Serve as Court's liaison with appointed and other counsel and unrepresented parties in guardianship actions.
- Recruit and interact with counsel willing to accept appointments as guardians of property.
- Conduct training sessions with non-lawyer guardians of the person and property.
- Track compliance with guardianship training requirements.
- Maintain statistical database for all cases processed and file quarterly reports with the Administrative Office of the Courts.
- Work closely with the Trust Clerk and the Family Division of the Clerk's Office.
- Work under the direct supervision of the General Civil Magistrates.
- Serve on judiciary and community workgroups involved with guardianship issues.

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. Admission in good standing to the Maryland bar. At least two years' practice experience, preferably in guardianship matters or family law.

Knowledge, Skills and Abilities

- Strong written and oral communication skills with strong attention to detail.
- Excellent interpersonal skills and ability to handle high-volume work under pressure.
- Excellent research skills using Westlaw and Lexis software.
- Proficiency with Microsoft Office applications, especially Word and Excel.

Compensation:

This is a full-time position with benefits.
The annual salary is \$72,033.00

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
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Fax: 410-396-1545

www.baltimorecity.gov

TTY: 410-396-4930

****No phone calls please***

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