

Circuit Court for Baltimore City Managing Counsel for General Magistrates

The Circuit Court for Baltimore City is seeking a Managing Counsel in the General Magistrates' office to review files and motions and make recommendations in a wide variety of civil non-domestic cases, perform legal research for the magistrates or judges, and draft opinions and orders. The Managing Counsel also will assist the Magistrates in supervising the Civil Magistrates' office staff.

Major Responsibilities

- Train and supervise a staff of law clerks, contract attorneys, paralegal, and administrative assistant.
- Perform legal research for the magistrates or judges and draft opinions and orders.
- Analyze motions in terms of applicable statutes, rules, regulations, and case law.
- Prepare for meetings with the Bar.
- Advise Magistrates as needed.
- Monitor changes in the law and advise Magistrates and staff accordingly.

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 to Maryland Bar.

Familiarity with all or some subject areas under Magistrates' responsibility desirable.

Supervisory experience desirable.

Knowledge, Skills and Abilities

- Excellent legal research skills and proficiency in Microsoft Office, particularly Word and Excel.
- Strong written and oral communication skills.
- Orientation to detail.
- Excellent interpersonal skills.
- Ability to handle high volume of work under pressure.

Compensation:

This is a full-time position with benefits. The annual salary is \$73,474-\$95,438.

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

www.baltimorecity.gov

TTY 396-4930

****No phone calls please****

AN EQUAL OPPORTUNITY EMPLOYER