

Circuit Court for Baltimore City Compliance Analyst for General Magistrates

The Circuit Court for Baltimore City seeks a Contractual Compliance Analyst in the General Magistrates' office to review court filings, primarily in tax sale foreclosure, mortgage foreclosure, and ejectment actions. The incumbent 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 satisfactorily perform each essential duty. 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, Human Resources
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Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
Fax: 410-396-1545
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TTY 396-4930
****No phone calls please***
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