

# 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 filings in tax sale foreclosures, mortgage foreclosures, and ejectment actions.

### **Major Responsibilities**

- Analyzes motions in terms of applicable statutes, rules, regulations, and case law.
- Preparation for meetings with the Bar and is responsible for all matters in subject cases.
- Advises Magistrates in preparation of court orders for Judges.
- Performs research and writes memoranda regarding updates on changes in the law.
- Interacts with others regarding subject cases.
- Works under the 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**

Juris Doctor degree from an accredited law school. Training in the use of legal research software.

### **Knowledge, Skills, and Abilities**

- Excellent research skills using Westlaw and Lexis software with proficiency in Microsoft Office
- Strong written and oral communication skills with strong attention to detail
- Excellent interpersonal and research skills and is accomplished at handling volume under pressure

### **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  
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Baltimore, Maryland 21202  
jacqueline.hale@mdcourts.gov  
Fax: 410-396-1545

[www.baltimorecity.gov](http://www.baltimorecity.gov)

TTY 396-4930

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

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