



City of Baltimore - Department of Law
Assistant Solicitor -
Police Legal Affairs

Overview

The Law Department of Baltimore City is seeking a litigation attorney to join its Police Legal Affairs Practice Group. The Police Legal Affairs Practice Group is responsible for the full spectrum of diverse legal requirements of the Baltimore Police Department (“BPD”). This team manages an aggressive caseload of civil litigation matters and disciplinary hearings, while also providing advice and counsel to BPD on a variety of strategic and operational matters.

Two thirds of Legal Affairs’ roughly 12-attorney staff are located in BPD headquarters and defend litigation against BPD on a wide range of subjects including employment discrimination suits, wrongful convictions, excessive force, false imprisonment, and a variety of other civil cases. With the current vacancy, the Law Department seeks an attorney who will be able to assist in the defense of the civil caseload.

Essential Duties and Responsibilities *(not inclusive)*

- Conduct legal research and provide legal opinions.
- Work both cooperatively on litigation teams and independently on less complex matters.
- Provide routine reports on status of assigned cases.
- Defend BPD in lawsuits brought against the agency in both state and federal court; prepare briefs, conduct civil discovery, draft motions, and other legal case documents as needed.
- Investigate facts; develop litigation strategies; research and draft motions, pleadings and position statements; develop and present oral arguments.

Relevant Knowledge and Skills

- Demonstrated interest in litigation and, depending on experience level, experience litigating civil matters.
- Strong legal research and writing skills.
- The ability to manage and prioritize multiple complex matters.
- Exceptional oral and written communication skills.
- The ability to establish and maintain effective, collaborative working relationships with others, including with sworn members of BPD.
- The ability to work independently and meet deadlines while handling multiple tasks.
- The ability to maintain professionalism under pressure.
- A strong sense of ownership of tasks and responsibilities.
- Strong interpersonal skills required to work with the public and various agencies.
- Strong organization and technology skills, including the ability to coordinate and conduct electronic discovery, as well as proficiency with Microsoft Office software and legal research platforms such as Westlaw.
- A willingness to perform with minimal administrative support.

Education & Experience Requirements

- A law degree from an accredited law school.

License, Registration & Certificate Requirements

- Admission to the Bar of the State of Maryland is required.

Compensation

The starting salary range for this position is \$73,474 - \$95,438 and is commensurate with education and experience and includes an excellent benefits package.

NOTE: Candidates under final consideration will be required to undergo and pass a background check and drug/alcohol test.

The City of Baltimore is an Equal Opportunity Employer