

THIS IS A NON-CIVIL SERVICE POSITION

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.

With this vacancy, the Law Department seeks to add to the three-attorney team co-located with and providing legal support to BPD's Public Integrity Bureau. These attorneys provide guidance to detectives investigating alleged misconduct and, where policy violations are found, represent the Department in presenting the case against the accused officer in administrative hearing boards and related civil proceedings.

Essential Duties and Responsibilities (not inclusive):

- Prepare and try on behalf of BPD cases against police officers charged with misconduct or policy violations. Such cases are adjudicated by administrative hearing boards consisting of five members, including two civilians and three sworn police officers.
- Review investigatory materials compiled in anticipation of the administrative hearings, and work closely with BPD's Public Integrity Bureau to assist investigators as needed in a vertical prosecution model.
- Represent BPD in show cause proceedings filed prior to disciplinary hearings and post-trial appeals of administrative hearing board decisions before the Circuit Court for Baltimore City.
- Conduct legal research and provide legal opinions to BPD's Public Integrity Bureau.
- Represent the BPD in Consent Decree implementation and provide advice and counsel in the development of policies, procedures, and legislative agendas relevant to the area of police misconduct investigations and discipline.
- Represent the interests of BPD at hearings before boards, commissions, unions and various public and private organizations and groups.
- 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.

Required Knowledge, Skills and Responsibilities:

- Demonstrated interest in trial advocacy and, depending on experience level, experience litigating administrative, civil, and/or criminal 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, Licensure & Experience Requirements

- A law degree from an accredited law school.
- 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. The City provides an excellent benefits package.