**City of Baltimore - Department of Law**

**Assistant Solicitor -**

**Contracts**

**Overview**

The Law Department of Baltimore City has an attorney opening in the Contracts Practice Group. The Practice Group advises all City agencies on business transactions, contractual matters and associated legal issues. Issues are wide ranging and include matters related to construction, finance, health, intellectual property, procurement, and public safety matters.

Qualified candidates should have an interest in educating clients and improving current procurement processes and efficiency.

**Essential Duties and Responsibilities *(not inclusive)***

* Draft, edit and finalize contracts and related documents, ensuring proper form (format, grammar, and clarity) and legal sufficiency (necessary contractual language and approvals).
* Perform legal research and render legal advice on questions that are raised by City agencies.
* Proactively anticipate/identify legal concerns, issues and potential defenses/causes of actions.
* Negotiate contracts on behalf of the City with consideration to anticipated benefits and costs.
* Objectively and strategically review, evaluate and plan transactional matters in a timely manner.
* Advance the efficiency and knowledge base of the Practice Group and City agencies by developing standard legal instruments and subject manuals and providing training and guidance to clients.

**Relevant Knowledge and Skills**

* Working knowledge of the Maryland Code (e.g. Commercial Law, Corporations and Associations, Real Property, and Local Government Articles).
* Working knowledge of appropriate Baltimore City Code and Charter provisions and Federal, State and City statutes and regulations.
* Strong legal research and analytical skills.
* Strong interpersonal skills required to work with City agencies and the public.
* Ability to prepare for and represent the City at bid protests and at administrative hearings.
* Excellent oral and written communication skills.
* Ability to review numerous contracts and manage multiple priorities and deadlines from clients.
* Strong technology skills including proficiency with Microsoft Office software and legal research platforms such as Westlaw.
* Ability to work independently as well as in a team environment.

**Education & Experience Requirements**

* A law degree from an accredited law school.
* A minimum of two (2) years of transactional experience, including drafting contracts, legal research and writing and/or experience with business and/or municipal law.

**License, Registration & Certificate Requirements**

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

**Compensation**

The starting salary range for this position is $105,000 - $119,750 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**