



# City Attorney - Department of Law

## Collections Practice Group

### Overview

The Collections Practice Group is responsible for collecting money owed to the City. The Group oversees the City's annual tax sale, offers advice on issues of bankruptcy, tax and general collections and pursues litigation when required. The Practice Group performs all post judgment collection activities including garnishment, license suspension and monitoring repayment agreements.

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

- Prepare and try cases on behalf of the Mayor and City Council of Baltimore in District Court in the Circuit Court, and/or other appropriate jurisdictions; may assist in appeals.
- Perform legal research and render legal opinions on questions that are raised and submitted by Baltimore City departments and agencies.
- Defend the City in Tax Sale Case in Circuit Court, Maryland Tax Court and U.S. Bankruptcy Court.
- Draft and prepare various legal documents.
- Advise and inform superiors on the status of hearings/trial proceedings, and obstacles.
- Negotiate settlements on behalf of the City.

### Required Knowledge, Skills and Responsibilities

- Working knowledge of Maryland Code and Rules.
- Working knowledge of appropriate Baltimore City Code and Charter provisions and Federal, State and City statutes.
- Strong legal research and analytical skills.
- Strong interpersonal skills required to work with the public and various agencies.
- Ability to prepare and litigate cases of varying complexity.
- Excellent oral and written communication skills.
- Ability to handle large caseloads and juggle multiple priorities and deadlines.
- 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.
- Two (2) years of litigation experience and strong trial experience, legal writing and/or municipal law and practice before circuit and district courts.

### License, Registration & Certificate Requirements

- Admission to the Bar of the State of Maryland is required.
- **Membership in the federal bar and experience in bankruptcy and/or tax sale is highly preferred.**

### Compensation

The starting salary range for this position is \$81,000 - \$95,438 and is commensurate with education and experience and includes an excellent benefits package.

### To Apply

Qualified individuals should submit a detailed resume and cover letter to [law.hiring@baltimorecity.gov](mailto:law.hiring@baltimorecity.gov).

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

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