



# City of Baltimore

## Department of Law

### Labor & Employment Chief Solicitor

#### Overview

The Law Department of Baltimore City is seeking a highly qualified and seasoned attorney to join its Labor and Employment Practice Group. Qualified candidates will have extensive litigation/labor & employment experience and should enjoy appearing as an advocate in court and administrative proceedings. Excellent advocacy, research and writing skills are required. Substantive knowledge of state and federal employment law and traditional labor law is preferred.

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

About two-thirds of the duties associated with this position will involve dispute resolution in court and before various administrative agencies. Those duties include:

- Taking a lead role to defend the City's interests in a wide-range of employment matters;
- Identifying and gathering relevant or responsive documents and electronic information, which may be widely dispersed throughout the City;
- Investigating facts, developing litigation strategy;
- Researching and drafting motions, pleadings and position statements;
- Identifying and preparing fact and expert witnesses;
- Taking and defending depositions;
- Participating in administrative fact-finding before the EEOC, Maryland Commission on Civil Rights and the Baltimore City Office of Civil Rights and Wage Enforcement;
- Regularly updating supervising attorneys on the status of matters; and
- Examining witnesses at civil service hearings, internal grievances, and trial.

The remaining one-third of the duties will include providing legal opinions and guidance to the City and its agencies on employment-related policies, as well as providing legal guidance regarding employee-specific issues as they arise.

#### Required Knowledge, Skills and Responsibilities

A qualified candidate will have:

- A working knowledge of the Maryland Rules and the Federal Rules of Civil Procedure, as well as the Local Rules for the United States District Court for the District of Maryland.
- 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 (inside and outside the Law Department).
- 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.



# City of Baltimore

## Department of Law

### Labor & Employment Chief Solicitor

- Strong interpersonal skills required to work with the public and various agencies.
- Strong 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.
- Minimum of 10 years of litigation experience, including actual trial experience, examining witnesses.
- Must be sworn-in federal court or eligible for immediate swearing-in if selected for the position.

#### Compensation

The starting salary range for this position is \$95,000 - \$112,000 and is commensurate with education and experience. The City provides an excellent benefits package.

#### To Apply

Qualified individuals should submit a **detailed resume, cover letter with salary requirements to:**

Onica Barnes, Chief of Operations

[law.hiring@baltimorecity.gov](mailto:law.hiring@baltimorecity.gov)

Subject: Labor/Employment Assistant Solicitor

**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**