



# City of Baltimore - Department of Law

## Deputy Chief (Chief Solicitor) -

### Police Legal Affairs

#### Overview

The Office of Legal Affairs provides legal advice and handles all legal matters for the Police Department (BPD). It defends the Department and its members in civil litigation in both Federal and State courts and represents the BPD in internal employee disciplinary proceedings, forfeiture hearings, and a variety of other matters. Legal Affairs provides legal advice and contract review, as well as oversight for the Police Department's Public Information Act requests and its subpoena requests. It also engages in preventive lawyering by analyzing trends in liability findings and advising the BPD concerning risks of future litigation and liability.

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

- **Leadership:** At the direction of the Practice Group Chief, acts as second in command in the absence of, or in conjunction with the Practice Group Chief to include attendance to meetings and court proceedings before boards, commissions, unions and various public and private organizations and groups; provide legal counsel and representation on a wide range of legal matter to Agency Heads, Mayor and City Council; analyze legal risks, opportunities and options; recommend and implement policy changes as appropriately related to the Department's goals and mission; keep clients updated on new or changing legislation (and potential impact to operations); work to build and maintain effective working relationships with clients (Mayor and City Council/Agencies)
- **Supervision:** supervises the work of junior and senior attorneys; provides guidance on case files/court proceedings; assists the Practice Group Chief in attorney assignments; may assist with the recommendation of hiring, firing, evaluation and discipline of staff.
- **Solicitor:** Prepares and tries complex cases on behalf of the City of Baltimore government in State appellate and Federal courts and the Circuit Court of Baltimore City; Advises and informs superiors on case trial proceedings, status and problems; Drafts and prepares complex legal documents including but not limited to contracts, deeds, leases, ordinances, collection letters and reports related to real estate transactions and tax sale properties; Conducts legal research and renders legal opinions on complex questions of law raised by City departments and agencies.
- **Special Projects** Assists and/or acts as second command for special projects assigned by the City Solicitor and Deputy Solicitor

### **Relevant Knowledge and Skills**

- Working knowledge of Maryland Code and Rules.
- Working knowledge of Federal Rules of Civil Procedure and relevant federal statutes.
- Working knowledge of appropriate Baltimore City Code and Charter provisions.
- Strong legal research and analytical skills.
- Strong interpersonal skills required to work with the public and various units of BPD.
- 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.
- A minimum of 6 years of litigation and strong trial experience, legal writing and/or municipal law and practice before Circuit and District courts.
- A background in criminal law, labor and employment, police disciplinary hearings or police litigation is highly desirable.
- Supervisory experience preferred

### **License, Registration & Certificate Requirements**

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

### **Compensation**

The salary range for this position is \$114,689 - \$141,131 and is commensurate with education and experience and includes an excellent benefits package.