



# City of Baltimore

## Department of Law

### Litigation Assistant Solicitor

#### Overview

The Law Department of Baltimore City is seeking seasoned litigation attorneys to join its Litigation Practice Group. Qualified candidates should have litigation experience and enjoy appearing as an advocate in court and administrative proceedings. Excellent research and writing skills are required.

The Litigation Practice Group is responsible for representing the City in lawsuits brought at all levels of the State and federal courts. Attorneys maintain a full caseload and are responsible for continuing the investigation of the allegations asserted against the City and individual City employees, as well handling all aspects of the pretrial and trial litigation of those matters when necessary.

The majority of the matters handled in Litigation are in the defense of the City. New litigation is analyzed, assessed for damage exposure, assigned for defense and monitored throughout the litigation process.

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

- Prepare and try cases on behalf of the Baltimore City government in the Circuit Court and District Court of the City of Baltimore, State Appellate Court and Federal courts.
- Conduct legal research and provide legal opinions to the City and its agencies
- Defend the City government in suits brought against the municipality in the Circuit Court and District Court; prepare briefs, interrogatives, motions and other legal case documents.
- Attend and represent the interests of the City at hearing before boards, commissions, unions and various public and private organizations and groups.
- Draft and prepare various legal documents, including but not limited to, contracts, deeds, leases, ordinances, collection letters and reports related to real estate transactions and tax sale properties.
- Investigate facts, develop litigation strategies; research and draft motions, pleadings and position statements.

#### 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.



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- A strong sense of ownership of tasks and responsibilities.
- 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.
- A minimum of 3 years of experience in trial work, legal writing, and/or municipal law and practice before Circuit and District courts.

#### 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.

#### 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: Law Department 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**