



City of Baltimore - Department of Law

Assistant Solicitors -

Workers' Compensation Practice Group

Overview

The Baltimore City Law Department is currently recruiting an Assistant Solicitor position in its Workers Compensation Practice Group. The practice group handles all litigation matters related to worker's compensation for the Mayor and City Council of Baltimore.

Historically there has been at least one Baltimore City docket (i.e., an array of cases involving Baltimore City employees) on every day that the Workers' Compensation Commission holds hearings. There are as many as three dockets on several of those days. In addition to these Baltimore City dockets, there are occasionally dockets of Baltimore City cases in other hearing locations. Finally, there are approximately 70 appeals of Workers' Compensation Commission decisions in Baltimore City cases each year. Under the controlling law, these appeals generally go to the Circuit Court for Baltimore City, but occasionally they are heard in jurisdictions other than Baltimore City.

When the practice group attorneys are not in court they work on upcoming cases, prepare for upcoming hearings and, when necessary, consult with claims handlers, human resources professionals and supervisors to handle written discovery and depositions in appellate cases. On an average day, two or three attorneys in the practice group will be at hearings and one or two will be in the office working on case preparation, drafting agreements, supervising the investigations of cases, and researching and writing motions and briefs in appeals.

Attorneys with workers' compensation litigation experience are a must for this position.

Essential Duties and Responsibilities (*not inclusive*)

- Prepare and try cases on behalf of the Baltimore City government before the Workers' Compensation Commission, in the Circuit Court, and/or other appropriate jurisdictions.
- Perform legal research and render legal opinions on questions that are raised and submitted by Baltimore City departments and agencies.
- Defend the City in Workers' Compensation Claims brought against the municipality in the Circuit Court and Maryland Workers' Compensation Commission.
- Represent the interests of the City at hearings before boards, commissions, unions, mediations, arbitrations and other proceedings.
- 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 workers' compensation laws and procedures.

- Working knowledge of appropriate Baltimore City Code and Charter provisions and Federal, State and City statutes dealing with the Maryland Workers' Compensation Act.
- Strong legal research and analytical skills.
- 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, legal research platforms such as Westlaw and case management software.
- Ability to work independently as well as in a team environment.

Education & Experience Requirements

- A law degree from an accredited law school.
- Three (3) years of litigation experience and strong trial experience, legal writing and/or municipal law and practice before circuit and district courts.
- **Experience preparing for and/or litigating workers' compensation matters is highly desired and strongly preferred.**

License, Registration & Certificate Requirements

- Admission to the Bar of the State of Maryland is required.
- A valid Maryland Class C, Noncommercial driver's license or equivalent out-of-state driver's license acceptable to the Division of the Office of Risk Management is required.

Compensation

The salary range for this position is \$70,276 - \$91,285 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 with salary requirements to:

Onica Barnes, HR Business Partner

law.hiring@baltimorecity.gov

Subject: Workers' Comp Assistant Solicitor vacancy

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