



# City of Baltimore Department of Law Corporate Real Estate Chief Solicitor (Attorney)

## Overview

The Law Department of Baltimore City is seeking an experienced senior attorney to join its Corporate Real Estate Practice Group. Qualified candidates should have extensive experience in real estate transactions including preparation and review of legal documents, negotiating terms and conditions, and facilitating transfer of titles. Excellent research and writing skills are required.

The Corporate Real Estate Practice Group handles a wide range of financial and real estate acquisition and disposition matters, including bond transactions, easements, and title work on behalf of the Mayor and City Council of Baltimore City.

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

- Monitor legal risk in real estate documentation and advise clients accordingly
- Interpret laws, rulings, and regulations for real estate transactions
- Draft and negotiate real estate transactions
- Draft routine leases, titles, and amendments
- Ensure the appropriate approvals are in place before real estate transactions are executed
- Represent the City purchases and sales of properties
- Defend the municipal code litigation
- Support legal and general advisory needs associated with a large-scale real estate portfolio on behalf of the City.

## Required Knowledge, Skills and Responsibilities

A qualified candidate will have:

- Strong experience in real estate law and industry knowledge that includes litigation, lease transactions, property management, and purchase and sale transactions
- Solid experience in title insurance underwriting, curative, and claims
- 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.
- 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.



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## 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 6+ years of experience in transactional law/real estate transactions

## Compensation

The salary range for this position is \$114,689 - \$141,131 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**