Assistant Counsel

District Office - Position - Legal
Job Number 8600001089
Start Date
Open Date 09/29/2020
Closing Date

The Assistant Counsel will be responsible for supporting the work of the Office of Legal Counsel including providing representation to City Schools on administrative, district court and circuit court matters. Assistant Counsel will also conduct research and writing projects involving complex legal issues and matters.

Essential Functions

- Provides legal support to the Office of Legal Counsel, including Chief Legal Counsel and Associate Counsel.
- Conducts complex research and writing projects as assigned.
- Prepares correspondence, presentation materials, reports, and documents for public information or organizational use.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follow federal and state laws, school board policies and the professional standards.

Maximum Salary 81506.00
Minimum Salary 70639.00

Desired Qualifications

- Possession of a Juris Doctorate Degree from an accredited college or university.
- Member of the Maryland Bar.
- Three years of legal research and writing experience.
- Experience compiling and summarizing data and creating reports.
- Ability to organize, interpret and apply legal principles.
- Proficient in the use of legal research platforms such as Westlaw or LexisNexis.
- Proficient in the use of personal computers, including Microsoft Office programs (Word, Excel and PowerPoint).
- Excellent organizational, interpersonal, oral and written communication skills.
• Ability to handle sensitive and confidential matters with discretion and diplomacy.
• Ability to prioritize, plan and execute multiple, complicated and continuing assignments in a timely manner.
• Ability to work effectively in a fast-paced environment with tight deadlines and heavy workloads.
• Familiarity with the litigation and MPIA process.

**Full time or Part time:** Full time

**Additional Details**

Qualified candidates for the above position must submit the following:

• Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

**Benefits** -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: [http://www.baltimorecityschools.org](http://www.baltimorecityschools.org)

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment
Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208
Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is not affiliated with any bargaining unit.