



**HOWARD COUNTY GOVERNMENT**  
invites applications for the position of:

## **Staff Attorney/Entry Level Attorney**

An Equal Opportunity Employer

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**SALARY:**

\$69,404.00 Annually

Starting salary commensurate with education and experience.

Grade: L / Classification # 1504

**OPENING DATE:** 3/30/2020

**CLOSING DATE:** 4/10/2020

**POSITION SUMMARY/CLASS DESCRIPTION:**

Performs professional level legal work at the entry level. Work includes assisting experienced attorneys, judges and magistrates in criminal or civil law matters and demonstrating proficiency in the independent handling of routine legal matters. Works under the general supervision of the Administrative Judge.

**STARTING SALARY HIRING RANGE:**

\$69,404.00-73,687.00

**ESSENTIAL DUTIES AND RESPONSIBILITIES/MINIMUM REQUIRED EDUCATION/EXPERIENCE:**

**Essential Functions:**

- Provide legal research and file preparation for visiting judges, both settlement and trial;
- Prepare orders and memorandums pursuant to the direction of the Administrative Judge and/or Court Administrator
- Provide file preparation and case management for foreclosures and guardianship cases;
- Provide legal research for magistrates, upon request;
- Under the direction of the Administrative Judge and/or Court Administrator, prepare draft orders and guides for the law clerks;
- Cover the Law Library and Legal Clinics in the absence of the Law Librarian;
- In conjunction with the Law Librarian, perform legal research on assigned topics;
- Serve as the emergency substitute for judges' law clerks;
- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

- One year or more of related experience.
- Knowledge of the principles and practices of the legal profession.
- Knowledge of the principles and practices of civil, administrative, regulatory, state and local government and constitutional law, and court law and practices.
- Skill in word processing and database programs.
- Ability to express ideas clearly and effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with others
- Experience with Maryland Electronic Case Management system preferred.

**MINIMUM REQUIRED EDUCATION/EXPERIENCE:**

Law Degree. Admitted to the Maryland Bar. Experience in a judiciary environment preferred.

**LANGUAGE SKILLS, MATHEMATICAL SKILLS AND REASONING ABILITY:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Ability to read, analyze, and interpret general legal periodicals, professional journals or governmental regulations. Ability to write reports, legal memoranda, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from judges, lawyers, litigants, and the public.

**Please submit a resume, salary history and references (e-mail preferred) stating the position title by 11:59 pm of the closing date to:**

Deidre Barksdale  
Circuit Court for Howard County  
8360 Court Avenue  
Ellicott City, MD 21043  
[dbarksdale@howardcountymd.gov](mailto:dbarksdale@howardcountymd.gov)

**The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.**

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