

## Circuit Court for Baltimore City Managing Counsel for General Magistrates

The Circuit Court for Baltimore City is seeking a Managing Counsel in the General Magistrates' office to review files and motions and make recommendations in a wide variety of civil non-domestic cases, perform legal research for the magistrates or judges, and draft opinions and orders. The Managing Counsel also will assist the Magistrates in supervising the Civil Magistrates' office staff.

### **Major Responsibilities**

- Train and supervise a staff of law clerks, contract attorneys, paralegal, and administrative assistant.
- Perform legal research for the magistrates or judges and draft opinions and orders.
- Analyze motions in terms of applicable statutes, rules, regulations, and case law.
- Prepare for meetings with the Bar.
- Advise Magistrates as needed.
- Monitor changes in the law and advise Magistrates and staff accordingly.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience**

J.D. Degree from an accredited law school.  
Admission to Maryland Bar.  
Five years of experience in civil law desirable.  
Supervisory experience desirable.

### **Knowledge, Skills and Abilities**

- Excellent legal research skills and proficiency in Microsoft Office, particularly Word and Excel.
- Strong written and oral communication skills.
- Orientation to detail.
- Excellent interpersonal skills.
- Ability to handle high volume of work under pressure.

### **Compensation:**

This is a full-time position with benefits. The annual salary is \$68,562 to \$89,058.

### **To Apply:**

**This position will be open until filled.**

Please submit a cover letter, resume, law school transcript, writing sample and list of references to:

Ms. Jacqueline Hale  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
jacqueline.hale@mdcourts.gov

[www.baltimorecity.gov](http://www.baltimorecity.gov)

TTY 396-4930

**\*\*No phone calls please\*\***

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