



Office of the State's Attorney for Baltimore City

Recruitment – Assistant State's Attorney (Part Time, Grant-Funded Position)

Civilian Review Unit

The Office of the State's Attorney is seeking to fill an available position of an Assistant's State's Attorney for the Civilian Review Unit in the District Court Division of the State's Attorney's Office for Baltimore City. This contractual position is part time and is funded on a grant thru June 30, 2017.

Duties:

1. Interview numerous victims and witnesses who are associated with civilian criminal complaints against criminal defendants;
2. Review and assess civilian criminal complaints for legal sufficiency and case viability;
3. Maintain computer databases, keep electronic case statistics, and assist support staff;
4. Order and subpoena criminal records, hospital records, police reports, and other evidentiary materials.

Qualifications:

1. Applicants should have the ability to work in a high volume environment;
2. Applicants must possess excellent oral communication skills;
3. Applicants must exercise excellent interpersonal skills and be prepared deal with a variety of divergent personalities;
4. Applicant must have strong organizational skills; and,
5. Applicants must be adaptable to change and able to work in a fast paced, sometimes stressful environment.

Compensation:

\$30,000; this is a part-time contractual position without benefits.

To Apply:

All interested persons should email a resume and cover letter to resume@statorney.org. Deadline for submissions is August 8, 2016. Please use Assistant's State's Attorney for the Civilian Review Unit as the subject reference of your email and cover letter. Documents must be in pdf or Word format.

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER