



Department of Housing and Community Development Assistant Counsel – Code Enforcement

The Department of Housing and Community Development (DHCD) is seeking an Assistant Counsel for the Permits and Code Enforcement Division.

DUTIES AND RESPONSIBILITIES

- Researches, prepares and tries civil and criminal housing code enforcement, drug nuisance and tenant/landlord cases on behalf of the State's Attorney's Office and the Baltimore City government in the Circuit Court and District Court of Baltimore.
- Performs research and renders legal opinions on code enforcement and related questions that are raised and submitted to City government departments and agencies.
- Drafts and prepares a wide variety of legal documents, including but not limited to, briefs, interrogatories, motions, pleadings, charging documents and civil complaints for the prosecution of cases in the Baltimore City Circuit and District Courts.
- Represents the agency in administrative hearings related code official decisions and serves as a hearing officer for code official decisions.
- Conducts due process reviews for demolition and condemnation actions.
- Advises and informs superiors on trial proceedings, status and problems. Work of this class involves no supervisory duties.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

- Knowledge of the principles and practices of law and court procedures, as well as knowledge of Maryland criminal and civil law and procedure.
- Knowledge of appropriate Baltimore City Code and Charter provisions and Federal, State and City statutes dealing with Code Enforcement.
- Skill in conducting legal search utilizing a wide variety of sources and technology, business and legal software packages and databases.
- Ability to prepare and try cases of varying complexity, as well as manage a full caseload of trial cases.

EDUCATION and EXPERIENCE REQUIREMENTS

- A law degree from an accredited law school and
- Two (2) years of experience in trial work, legal writing and/or municipal law and practice before circuit and district courts.

LICENSES, REGISTRATIONS AND CERTIFICATES

- Admission to the Bar of the State of Maryland is required.
- A valid Maryland Class C, Noncommercial driver's license or equivalent out-of-state driver's license acceptable to the Division of the Office of Risk Management is required.

COMPENSATION

Salary is commensurate with education and experience and includes an excellent benefits package.

TO APPLY

Interested candidates should submit a cover letter and resume, which specifically addresses the experience relevant to this position by **Monday, March 6, 2017**.

Attention: Felicia Knight-Davis, HR Business Partner
Department of Housing & Community Development, Human Resources
417 E. Fayette Street, Suite 201, Baltimore, MD 21202
Fax: 410-659-2131 - Email: DHCD_HRInquiries@baltimorecity.gov

NOTE: Those eligible will be required to undergo and pass a background check by the State's Attorney's Office. Also, may not have outside legal or real estate practice.