



## **Office of the State's Attorney for Baltimore City**

### **Subject: Recruitment - Position of Assistant State's Attorney**

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The Office of the State's Attorney is seeking to fill the position of Assistant State's Attorney (ASA) to handle Felony Trials in the Circuit Court for Baltimore City. An ASA handling felony cases performs progressively responsible legal work for the State's Attorney's Office for Baltimore City involving, preparing and litigating felony cases of varying complexity as well as a wide variety of other legal matters. Work of this class involves no supervisory duties or responsibilities.

This position requires:

1. Knowledge of the principles and practices of law, including court procedures and legal research methods and sources;
2. Skill in using a personal computer and commonly utilized business and legal software in the performance of duties;
3. Ability to handle a high volume court docket involving a variety of cases effectively;
4. Ability to interview victims and witnesses to gather information, to research relevant case law and codes for applicability to case, to determine appropriate sentence recommendations and guidelines, and to develop strategies and theories for effective case prosecution;
5. Drafts and prepares a variety of legal documents, including but not limited to briefs, motions and legal memoranda;
6. Coordinates case work efforts with other City and State agencies that provide assistance, protection and services to victims and witnesses; and,
7. Performs related work as required.

Employees in this class, in most cases, work a conventional workweek. Work is primarily performed in an office where normal working conditions are encountered. The work requires minimal physical exertion.

#### **Qualifications:**

Graduation from an accredited law school and admitted to practice in the State of Maryland with Circuit Court Trial experience.

The applicant is required to pass a drug and alcohol screening and must pass a criminal background investigation, which includes fingerprinting.

#### **Compensation:**

Salary starting at \$67,218.

#### **To Apply:**

All interested persons should email a resume and cover letter to [resume@stattdorney.org](mailto:resume@stattdorney.org). Consideration of resumes will begin on March 30, 2018 but remain open until filled. Please use Felony Assistant State's Attorney as the subject reference of your email. Documents must be in pdf or Word format.

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