

Position: Supervisor, Legal Affairs

Closing Date: Open Until Filled

Office: Internal Affairs Division, Legal Affairs Department, Annapolis, MD 21401

Salary: \$106,103*

*Current State of Maryland Employees (Judiciary Only): A salary offer for a current State of Maryland Employee who works for the Judiciary is determined using the Salary Practices for State Judiciary Employees, found at

<https://mdcourts.gov/sites/default/files/import/hr/pdfs/salarypractices.pdf>

*Current State of Maryland Employees (Executive or Legislative Branches): A salary offer for a current State of Maryland Employee who works for the Executive or Legislative Branch is firm as posted on this job announcement; the salary is not negotiable.

FLSA Status: Exempt

Position type: Regular/Full Time

Financial Disclosure: Yes

Essential Functions: The Supervisor, Legal Affairs supervises the Legal Affairs Department whose attorneys, along with Managing Legal Counsel, serve as in-house counsel for the Maryland Judiciary. The incumbent is responsible for providing legal advice and guidance, and a myriad of legal and other related duties for the Administrative Office of the Courts (AOC). The Supervisor is also responsible for assisting the Division's Fair Practices Department in investigating Judiciary discrimination complaints and with judicial onboarding. This position reports to the Managing Legal Counsel.

Education: Juris Doctorate from an accredited law school.

Experience: Six (6) years of professional legal experience in the following areas: legal advice, legal research and writing, legal document review and drafting, contracts, employment law, or records requests. One year of supervisory or lead work experience.

Required: Member in good standing of the Maryland Bar.

Knowledge, Skills & Abilities:

- Knowledge and familiarity with Maryland State law, the Maryland Court system, the principles, policies, practices, and techniques of human resources management.
- Knowledge of Federal, state, and local EEO/ADA laws, regulations, and guidelines.
- Knowledge of employment and non-discrimination laws, public record requests, legislative analysis, and/or administrative policies.
- Ability to interpret and apply state and federal statutory, regulatory, and common law on areas including: contracts and government procurement, budgeting and finance, human resources policies and procedures, court operations, facilities management, judicial ethics, public record requests and intergovernmental relations.
- Ability to conduct legal research and writing.

- Ability to present detailed and accurate legal advice, within short time frames, both in writing and orally.
- Ability to conduct contract review.
- Ability to interpret and apply: Administrative Orders from the Chief Justice of the Supreme Court of Maryland and administrative policies of the State Court Administrator.
- Ability to exercise good judgment and interpersonal skills in communicating with Judges, Clerks of Court, and administrative divisions within and outside of the AOC.
- Ability to conduct or assist with internal administrative investigations.
- Ability to respond to inquiries from law enforcement and other agencies.
- Ability to draft administrative orders, legal agreements, and memoranda of understanding.
- Ability to manage the Internal Affairs Division in the absence of the Managing Legal Counsel.

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.

To apply, please click the link below to access the Judiciary's website. Job ID 9874

<http://www.mdcourts.gov/careers>