

## Circuit Court for Baltimore City Guardianship Attorney

The Circuit Court for Baltimore City is seeking a Guardianship Attorney to be responsible for coordinating all aspects of the Court's consideration of guardianship actions.

### **Major Responsibilities**

- Analyze papers filed in guardianship actions for compliance with applicable statutes, rules, regulations, and case law.
- Draft show cause and attorney appointment orders.
- Schedule guardianship hearings in conjunction with Clerk's Office.
- Prepare proposed orders in guardianship actions.
- Assist judges hearing guardianship actions.
- Appear to testify at guardianship hearings as needed.
- Perform research and write memoranda regarding updates or changes in the law and other issues in guardianship actions.
- Serve as Court's liaison with appointed and other counsel and unrepresented parties in guardianship actions.
- Recruit and interact with counsel willing to accept appointments as guardians of property.
- Conduct training sessions with non-lawyer guardians of the person and property.
- Track compliance with guardianship training requirements.
- Maintain statistical database for all cases processed and file quarterly reports with the Administrative Office of the Courts.
- Work closely with the Trust Clerk and the Family Division of the Clerk's Office.
- Work under the direct supervision of the General Civil Magistrates.
- Serve on judiciary and community workgroups involved with guardianship issues.

### **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 in good standing to the Maryland bar. At least two years' practice experience, preferably in guardianship matters or family law.

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

- Strong written and oral communication skills with strong attention to detail.
- Excellent interpersonal skills and ability to handle high-volume work under pressure.
- Excellent research skills using Westlaw and Lexis software.
- Proficiency with Microsoft Office applications, especially Word and Excel.

### **Compensation:**

This is a full-time position with benefits.  
The annual salary is \$72,033.00

**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](mailto:jacqueline.hale@mdcourts.gov)  
Fax: 410-396-1545

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

TTY: 410-396-4930

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

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