

**The Women's Law Center of Maryland, Inc.**  
**Job Opening**

**Job Description:** Staff Attorney, Protective Order Advocacy and Representation Project- Circuit Court for Baltimore City

**Status:** Full Time Professional, grant funded

**Salary:** \$40k with benefits.

**Office climate:** Flexible, committed to excellence.

The Women's Law Center of Maryland, Inc. (WLC) is a feminist, non-profit membership organization committed to assuring equal rights for women. To learn more about the WLC, visit our web site at [www.wlcmd.org](http://www.wlcmd.org). Based in the Circuit Court for Baltimore City, the Protective Order Advocacy and Representation Project (POARP) represents victims of domestic violence in court proceedings to obtain Protective Orders, enforce Protective Orders through contempt, and modify existing Protective Orders. The attorney also handles cases in Baltimore District Court.

**Duties and Responsibilities Include:**

1. Conducting in depth client intake interviews and gathering evidence as part of trial preparation.
2. Representing clients in final protective orders, modifications, contempt hearings, review hearings, and appeals.
3. Drafting legal documents including, but not limited to, motions, orders, answers, and correspondence.
4. Performing administrative duties and maintaining client files.
5. Developing and preparing project data and reports required by our grant funders. Participating in preparation of reports to grantors and requests for new funding.
6. Establishing and/or building strong working relationships with Circuit Court personnel, especially within the Family Division.
7. Developing and providing follow-up services and referrals to clients, including, but not limited to, coordination with Family Violence Unit of the Baltimore City's State's Attorney's Office and Baltimore Police Department.
8. Providing training, orientation, and educational materials related to POARP and domestic violence for members of the courthouse staff, the domestic violence prevention community, and other community groups.
9. Attending trainings and conferences as approved/directed by WLC to enhance knowledge of domestic violence law.
10. As part of WLC team, providing occasional staffing for events for members, participating in project and membership development, attending and participating, as time permits, in committees, task forces, and policy-making bodies concerned with domestic violence.
11. Supervising interns when necessary.
12. Performing other related duties as assigned.

**Requirements:**

1. The applicant will have a JD from an accredited law school and admission to the Maryland Bar.
2. The applicant must have his or her own transportation.

**Qualifications:****The ideal candidate should have the following characteristics and skills:**

1. Strong commitment to providing excellent legal services for victims of domestic violence. He or she will understand the issues facing victims of domestic violence and women, including under Maryland family law.
2. Knowledge of and experience in Maryland law related to domestic violence and family law. The applicant will strive to expand this knowledge through on-the-job and continuing education.
3. Excellent written and oral communications skills and must be fluent in English.
4. Demonstrated ability to handle multiple professional projects simultaneously, and must be a self-starter.
5. Excellent judgment and strong interpersonal skills; must be creative, empathetic, and people oriented.
6. Flexibility, willingness to travel to other jurisdictions to assist in cases if necessary, and will be a team player.
7. Knowledge of basic computer operation including Windows, Word, Excel, and MS Outlook.
8. Ability to complete tasks promptly and thoroughly without close supervision.

To apply, send cover letter and resume via mail, e-mail, or fax to:

Laure Ruth, Legal Director  
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**CLOSE DATE:** July 24, 2014

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