

## **Job description**

### **STAFF ATTORNEY: ANNE ARUNDEL COUNTY EVICTION PREVENTION PROGRAM**

Community Legal Services is seeking a full-time Staff Attorney to assist with our Anne Arundel County Eviction Prevention Program which provides free representation to low-income tenants in Failure to Pay Rent and other landlord/tenant hearings. Hearings will take place at the Glen Burnie and Annapolis District Courts. We are seeking someone who is fun and energetic, with a passion for helping low-income and underserved individuals receive access to legal representation. This position will require in-person court appearances.

#### **Responsibilities:**

- Providing court representation to tenants at their Failure to Pay Rent, Tenant Holding Over, Breach of Lease and other landlord/ tenant hearings
- Providing legal advice and assistance with writing and filing motions
- Answering phone calls and assisting with client intakes
- Updating legal case tracking system with case information
- Participating in community outreach events
- Coordinating Know-Your-Rights trainings
- Additional duties as assigned

#### **Requirements:**

- Licensed to practice law in Maryland or the ability to waive in within 2 years
- Preferred: One to two years of litigation experience
- Preferred: Experience and/or familiarity with landlord/tenant laws and cases
- Preferred: Experience with subsidized housing cases
- Demonstrated ability to do detail-oriented work and manage competing tasks
- The ability to work both independently and collaboratively
- Spanish language proficiency preferred
- Knowledge of housing subsidies and related regulations is a plus
- Ability to work independently and collaborate with others
- Ability to multi-task and manage cases, intakes, and client calls

#### **Salary:**

\$75,000 or commensurate with experience

#### **Benefits:**

- 403(b) retirement plan

- Dental insurance
- Flexible schedule
- Health insurance
- \$50,000 life insurance
- 3 weeks paid vacation
- 7 days paid sick leave

**Location:**

Glen Burnie District Court located at 7500 Ritchie Highway, Glen Burnie, Maryland

Annapolis District Court located at 251 Rowe Blvd., Annapolis, MD

Attorneys may be permitted to telework when not in court.

Job Type: Full-time

Pay: From \$75,000.00 per year

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Retirement plan

Schedule:

- 8 hour shift
- Monday to Friday

License/Certification:

- License to practice law in Maryland (Preferred)