



## **Montgomery County Eviction Prevention Program Supervising Attorney**

### **SUMMARY**

Community Legal Services, Inc., (CLS) is seeking a full-time Supervising Attorney to supervise attorneys and support staff with the creation and implementation of its Montgomery County Eviction Prevention Program which will provide same-day and extended representation to low-income tenants facing eviction. CLS currently operates two Eviction Prevention Programs in Prince George's and Anne Arundel County, and it has received funding to expand its services to include Montgomery County.

The Supervising Attorney will be tasked with overseeing the implementation of CLS's Montgomery County Eviction Prevention Program, supervising attorneys and support staff, and providing representation in cases including but not limited to Failure to Pay Rent, Tenant Holding Over, Breach of Lease, Defensive Rent Escrow, Subsidy Terminations, and Appeals. We are seeking a candidate who is self-driven and passionate about helping low-income and underserved individuals receive access to legal representation in their landlord/tenant matters. This position will require in-person court appearances, networking with housing advocates and other legal services providers, and attending community outreach events. This position is grant funded and contingent on funding. The attorney may be permitted to work remotely when not in court.

### **KEY JOB RESPONSIBILITIES**

- Oversee the creation and implementation of CLS's Montgomery County Eviction Prevention Program.
- Supervise staff attorneys and support staff to ensure high quality legal representation is provided to clients.
- Monitor substantive legal work of staff attorneys, and provide advice and guidance through mentoring and training.
- Review specific cases from a legal standpoint, as necessary, in order to provide

guidance to intake personnel so that a determination can be made as to whether it would be appropriate for CLS to accept a particular case.

- Provide legal representation and advice to CLS clients. Representation may include providing same-day, extended, and/or limited-scope representation. Cases may include Failure to Pay Rent, Tenant Holding Over, Breach of Lease, Defensive Rent Escrow, Subsidy Termination, and Appeals.
- Periodically review legal databases to ensure client information is correct, and to ensure that cases are updated and closed whenever services are provided to clients.
- Assist with grant management and reporting which may include reviewing legal databases to ensure the accuracy of client reporting, writing grant reports, reporting on the number and types of cases handled, and the number of clients served, and assigning grant reporting duties to direct reports.
- Coordinate and attend trainings and community outreach events on behalf of CLS.
- Work with task forces, workgroups, and community partners to identify systemic barriers to legal services, and develop strategies to address these barriers.
- Perform additional duties as assigned and within the scope of the essential functions of the position.

## **SKILLS AND REQUIREMENTS**

- Must possess a Juris Doctor degree from an accredited law school.
- Must possess 2+ years of civil litigation experience.
- Must be a member of the Maryland bar in good standing (if licensed out of state, must have the ability to waive into Maryland within 2 years of the acceptance of the position).
- Must have experience supervising attorneys.
- Must be able to use a computer, web-based applications, and computer programs such as Microsoft Word, Outlook, Excel, and PowerPoint.
- Must demonstrate a passion for CLS's mission and clientele.
- Must demonstrate a strong ability to multitask and handle job responsibilities with

minimal supervision.

- Must possess excellent communication skills, both oral and written.
- Must be able to work both independently and collaboratively.
- Must possess strong critical thinking, problem-solving, and conflict resolution skills.
- Must possess a willingness to attend, coordinate, and participate in outreach events and trainings.
- Must possess a willingness and ability to network, build partnerships, and spread awareness of CLS programs.
- Must be available to report to in-person work location(s) between the hours of 8:30 AM-4:30 PM, Monday through Friday. This applies even if an employee was previously granted permission to work remotely.
- District Court and/or Circuit Court litigation experience preferred.
- Experience working with nonprofit legal services providers is preferred.
- Knowledge of landlord/tenant law and housing subsidies is preferred.
- Spanish language proficiency is preferred.

### **BENEFITS**

- Three weeks paid vacation
- 7 days of paid sick leave
- \$50,000 life insurance
- Short-term and long-term disability insurance
- Dental insurance
- Health insurance
- 403(b) retirement plan through Mutual of America

### **SALARY**

\$84,000 or commensurate with experience

**If interested in applying, please email your resume and a writing sample to Kayla Williams at [Williams@clspgc.org](mailto:Williams@clspgc.org).**

