

WOMEN'S LAW CENTER of Maryland, Inc.

Job Description:	Staff Attorney Protective Order Advocacy and Representation Project-Carroll County
Status:	Full Time Professional, grant funded
Salary:	\$50k with excellent benefits.
Office climate:	Flexible, committed to excellence. Located in the Circuit Court.

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. Based in the Circuit Court for Carroll County, the Protective Order Advocacy and Representation (POARP) represents victims of domestic violence in proceedings to obtain Protective Orders, enforce Protective Orders through contempt, and modify existing Protective Orders.

Duties and Responsibilities Include:

1. Conduct in-depth client intake interviews as part of trial preparation. Represent clients in final protective orders, modifications, contempt hearings and appeals in Circuit and District Court.
2. As part of two-member team, coordinate trial calendar, schedule interviews, perform administrative duties, develop and provide follow-up services and referrals to clients.
3. Draft legal documents including, but not limited to, Motions, Orders, Answers, and correspondence.
4. Build and maintain strong working relationships with courthouse personnel especially within the Family Law Administration.
5. Provide training, orientation, and educational materials related to the Protective Order Advocacy and Representation Project and domestic violence for members of the courthouse staff, the domestic violence prevention community, and other community groups.
6. Understand how to use MDEC.
7. Provide technical assistance and training to Family Division judges and their staff as requested.
8. Attend regular staff meetings and in-service training.
9. Develop and prepare project data and reports. Participate in preparation of reports to grantees and requests for new funding. Maintain project files.
10. As part of WLC team, provide occasional staffing for events for members, participate in project and membership development, attend and participate, as time permits, in committees, task forces, and policy-making bodies concerned with domestic violence.
11. Other related duties as assigned.

Requirements:

1. Must have commitment to providing excellent legal services for victims of domestic violence. Must understand the issues facing victims of domestic violence and women under Maryland family law.
2. Must have knowledge and experience in Maryland law related to domestic violence and family law. Must be committed to expanding this knowledge through on-the-job and continuing education.
3. Excellent written and oral communications skills. Must be fluent in English.
4. Demonstrated ability to handle multiple professional projects simultaneously.
5. Must have excellent judgment and strong interpersonal skills; must be creative, empathetic, and people oriented.
6. Must be flexible and a team player.
7. Must have some knowledge of basic computer operation including Windows, Word, Excel, and MS Outlook.
8. Must complete tasks promptly and thoroughly without close supervision.
9. J.D. from accredited law school and admission to Maryland Bar.
10. Must have own transportation.

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

Laure Ruth, Legal Director
Women's Law Center of Maryland, Inc.
305 West Chesapeake Avenue, Suite 201
Towson, Maryland 21204
FAX 410-321-0462
e-mail: lruth@wlcmd.org

Applications accepted until position is filled.

Updated 2/20