

## **WOMEN'S LAW CENTER of Maryland, Inc.**

<b>Job Description:</b>	Staff Attorney Protective Order Advocacy and Representation Project-Carroll County
<b>Status:</b>	Full Time Professional, grant funded
<b>Salary:</b>	\$56,650 with excellent benefits, including unlimited PTO, paid family leave, simple IRA, parking, and more
<b>Office climate:</b>	Flexible, committed to excellence. Located in the Circuit Court.

### **Organizational Overview:**

The Women's Law Center of Maryland, Inc. is a statewide non-profit legal services organization, dedicated to ensuring the physical safety, economic security, and bodily autonomy of women in Maryland. We work towards our goal by increasing access to justice in our legal system through multiple legal projects. Our direct legal services projects provide free attorneys in family law matters, protective order hearings, and immigration proceedings for survivors of intimate partner violence; our hotlines assist callers across the state in family and employment law matters; and our advocacy work covers the expanse of our mission through legislative and judicial selections advocacy. To learn more about the WLC, visit our web site at [www.wlcmd.org](http://www.wlcmd.org).

### **Position Description:**

Based in the Circuit Court for Carroll County, the Protective Order Advocacy and Representation Project (POARP) represents victims of domestic violence in proceedings to obtain Protective Orders, enforce Protective Orders through contempt, and modify existing Protective Orders. While there is opportunity and a policy regarding remote work, the position requires frequent in-person court appearances, as well as time in the courthouse office.

### **Duties and Responsibilities Include:**

1. Represent clients in final protective orders, modifications, contempt hearings and appeals in Circuit and District Court. Conduct in-depth client intake interviews as part of trial preparation.
2. Draft legal documents including, but not limited to, Motions, Orders, Answers, and correspondence.
3. As part of the legal team, coordinate trial calendar, schedule interviews, perform administrative duties, develop and provide follow-up services and referrals to clients.
4. Understand how to use MDEC and our cloud-based case management system, Legal Server.
5. Build and maintain strong working relationships with courthouse personnel especially within the Family Law Administration.

6. Provide 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.
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 be an attorney in good standing in Maryland.
10. Must have own transportation.

To apply, send cover letter, resume, writing sample, and three references via email to:

Laure Ruth, Legal Director  
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Applications accepted until position is filled.

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