



Job # 40122

Announcement of OPEN Competitive Vacancy for the Position of

Deputy General Counsel

Contractual

HOW TO APPLY: Baltimore Housing applications and/or resumes will be accepted in the Office of the Director of Human Resources, Room 201, 417 East Fayette Street, Baltimore, MD 21202 or email resumes to jobs@habc.org no later than Fri. 02/10/12. Resumes not indicating the position you are applying for will not be accepted.

POSITION SUMMARY: Under general supervision of the General Counsel, within HABC Division of Legal Affairs will provide, counsel for, assistance to, and representation of HABC, in connection with one or more areas of legal specialization as assigned by the General Counsel. Such legal areas may involve the following: lease enforcement/landlord tenant litigation; tort litigation; administrative proceedings involving HABC's public housing or Section 8 housing programs; public records; corporate matters; real estate; procurement and contracting; employment or Fair Housing discrimination. Will supervise and administers all necessary legal services for assigned matters, including supervising and coordinating activities with outside legal counsel, as required. May assist in preparing and prosecuting claims against others on behalf of the agency. Prepares status reports and statements of work in progress.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE: Graduation from an accredited four (4) year law school. Member of the Maryland Bar in good standing. Six (6) years of professional legal experience. Three (3) years supervising a legal office. An equivalent combination of education, training, and experience, which provides the required knowledge and abilities, may be considered sufficient.

PHYSICAL REQUIREMENT: Must be physically able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephone, etc. Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculator, pencils, legal pads, etc. Must be physically able to access all units, common areas, grounds, leased sites, and Courts.

8 Great Reasons to Work for Baltimore Housing: Generous leave, health, vision, prescription drug and dental plans, pension, life and disability insurance, and 50% educational assistance.

This position requires satisfactory completion of a physical examination including DRUG and ALCOHOL testing.
Non-Exempt / Essential Position
Selected applicant will be subject to a criminal background investigation

Baltimore Housing reflects the combined efforts of the Housing Authority of Baltimore City (HABC) and the Baltimore City Department of Housing & Community Development (HCD) and both Agencies are Equal Opportunity Employers

01/27/2012 JW