

The Maryland-National Capital Park and Planning Commission

TITLE: Assistant General Counsel
SERIES: Legal

GRADE: I CODE: 2423
DATE: 8/8/14 FLSA: Exempt
EEOC: Professional

Class Definition

This is entry level legal counsel work performing duties of a preliminary and varied nature in support and representation of the Agency. Under direction, performs a variety of professional legal work in the Office of the General Counsel and on a Commission-wide basis. Assists higher-level attorneys in litigating cases. Conducts legal research, investigates cases, writes legal documents, and assists in negotiating settlements. Legal work deals primarily with planning, parks, and administrative matters. As member of a team of attorneys, the impact of this class is recognized by the completion of routine and increasingly difficult assignments which involve the legal services provided to various Commission-wide departments. Performs other related duties as assigned.

Examples of Important Duties

1. Assists higher level attorneys in case litigation. Conducts legal research, analyzes and investigates facts and writes and files legal briefs, charges, and motions with the court. Under supervision, researches, prepares and tries routine cases (e.g., to cover one of the multiple meetings required to complete a transactional or planning matter; to cover a scheduling conference or status conference in court, to assist in the development of pre-trial motions).
2. Consults with and advises Commission officers and department management on a variety of legal matters related to planning, parks and Commission administration. May attend Planning Board meetings to collect information and analyze issues. Works with higher level attorneys to develop and recommend courses of action to protect Commission interests pertaining to planning, parks, and Commission administration.
3. Reviews draft resolutions and contracts for legal sufficiency. Reviews legal codes, case reports, law reviews, public records, and other reference books and journals to analyze legal issues, answer particular legal questions, and identify relevant laws and cases. Forms legal opinions. Drafts resolutions, legal briefs, motions, contracts, opinions, and other documents.
4. Investigates a variety of cases. Reviews Commission documents. Interviews witnesses, Commission staff, and other sources of information. Obtains copies of records, photos, and documents. Analyzes case documents and information. Writes reports and meets with other attorneys to discuss issues, options, and recommendations for each case.
5. Coordinates externally on a variety of legal matters. Meets with Commission staff, citizens, community groups, business groups, and other government agencies to explain legal matters and assists higher level attorneys in the resolution of problems related to actions of the Planning Board or Commission departments (e.g., development review, zoning, parks). Exchanges information with other government agencies regarding legal matters, which affect Commission. May assist in negotiations with other government agencies to exchange or lease property.

Important Worker Characteristics

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Knowledge of (1) the principles and practices of law; (2) state and local government law; (3) state or local government administration and management (4) Commission organization, policies and procedures * (5) court system; and (6) Merit System Rules and Regulations*.

Skill in operation of: (1) standard office equipment; and (2) personal computer and appropriate software (i.e., word processing, spreadsheet, database).

Ability to (1) communicate effectively both orally and in writing, including presentations on controversial matters involving explanation of complex issues of law and policy; (2) read and write technical reports and correspondence; (3) research and analyze legal and policy matters of complexity; (4) solve difficult problems applying critical thinking to many variables; (5) analyze data; (6) establish systems and procedures in accordance with established principles, guidelines, policies, practices, and the law; (7) establish and maintain effective working relationships; and (8) provide courteous service.

*Developed primarily after employment in this job class.

Minimum Qualifications

1. Law degree from a law school accredited by the American Bar Association.
2. A valid license, in good standing, to practice law in the state of Maryland, or in another state, subject to attainment of a valid license to practice law in the state of Maryland during initial probationary period.
3. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of their position.

Working Conditions

Works in office primarily, but on occasion will be required to travel to court and other offices. Intense pressure at times to meet deadlines.