

The Maryland-National Capital Park and Planning Commission

TITLE: Associate General Counsel
SERIES: Legal

GRADE: 30 CODE: 2424
DATE: 8/8/14 FLSA: Exempt
EEOC: Professional

Class Definition

Under direction, performs professional legal work in a functional work unit of the Office of the General Counsel on a Commission-wide basis. This is a legal professional at the full performance level who provides legal services and representation to Commission departments, offices and staff in one of the specialized areas of law (e.g., Land Use, Legal Transactions, Civil Litigation, Administrative Litigation, or Employment Law). As a skilled attorney, responsible for the completion of a full range of legal assignments and a limited number of difficult projects, performing all aspects of an assignment within a functional work unit including legal representation, policy and legal guidance, case litigation, internal and external work coordination, research and analysis and problem-solving, applying applicable legal principles, policies, internal procedures, and rules of ethics. Difficult projects typically involve projects, cases or assignments that have some level of ambiguity in questions of law or policy or some level of unusual structure or context of agreement to address legal, policy, or intergovernmental issues. Workers independently plan and arrange their work and coordinates work efforts with others as necessary. This work requires strong oral and written communication skills for courtroom presentations, public hearings in various forums, the composition of various legal documents and related memoranda, and the exercise of sound discretion and professional judgment, as attorney works with Department Heads, Commission Officials and Community or Business Representatives. Performs other related duties as assigned.

Examples of Important Duties

1. Provides oral and written legal, policy and management advice to Commission Officers, Department Heads and other mid-level officials in a variety of settings (i.e. public meetings, forums and regulatory proceedings). Analyzes lawful options and consequences of choices and advises on specialized areas of law such as employment, civil rights, land use, and financial.
2. Prepares and tries cases (i.e. third party claims or subrogation) in state or federal courts, or evidentiary administrative proceedings, to include research and preparation of pleadings, motions and discovery material, determining trial strategy, developing an expertise in specialized areas (both legal and non-legal), preparing fact witnesses, obtaining and preparing expert witnesses, and providing advice on and negotiation of settlements.
3. Prepares court memoranda and briefs; argues appeal and judicial review cases in state and federal courts, and administrative proceedings on the record, which includes preparing the administrative record, conducting legal research and analysis of difficult legal issues, evaluating the impact of the issues on Commission policies, advising departments of the probability of success or failure, and providing guidance to other attorneys performing similar work.

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Examples of Important Duties (cont.)

4. Prepares, reviews and negotiates documents that have important legal, financial and policy implications and are intended to establish binding commitments between the Commission and other entities; analyzes documents for legal, business and policy consequences; approves routine documents, sometimes without further supervisory review, for execution by the Commission.
5. Coordinates externally on difficult matters. Meets with Commission staff, citizens, community groups, business groups, courts, regulators and other government agencies to explain legal matters and resolve problems related to actions of Planning Board or Commission Departments. Exchanges information with third-parties and other government agencies as ethically appropriate.
6. Provides sound legal advice and support to customers and less experienced attorneys.
7. Conducts research on and maintains proficiency in emerging professional standards. Reviews technical literature and keeps abreast of the latest methods and standards. Attends conferences to maintain professional knowledge of laws, methods, standards, and techniques.

Important Worker Characteristics

Knowledge of: (1) principles and practices of law; (2) state and local government law; (3) state and local government administration and management; (4) Commission organization, policies and procedures*; and (5) 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 significant complexity; (4) solve difficult problems applying critical thinking to many variables; (5) negotiate to obtain agreement on matters; (6) analyze data; (7) establish systems and procedures in accordance with established principles, guidelines, policies, practices, and the law; (8) establish and maintain effective working relationships; (9) provide courteous service.

*Developed primarily after employment in this job class.

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Minimum Qualifications

1. Law degree from a law school accredited by the American Bar Association.
2. Four (4) years progressively responsible experience in the practice of law, including one (1) year of legal experience in land use, legal transactions, civil litigation, administrative litigation, or employment law.
3. 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.
4. 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.