



MARYLAND
LEGAL AID

Advancing
Human Rights and
Justice for All

CHIEF ATTORNEY

PRINCE GEORGE'S COUNTY OFFICE

Responsibilities:

Staff Supervision and Development

- Provide positive leadership to a staff that consists of three supervising attorneys, staffattorneys, paralegals, law clerks, and administrative staff;
- Lead hiring efforts to attract talented staff who have a commitment to the mission and work of Maryland Legal Aid;
- Build a cohesive, supportive team that works well with one another, develops objectives and priorities for the office; and maintains open communication;
- Ensure that effective, competent legal assistance is provided to low-income clients in an efficient, zealous, client-centered, and compassionate manner;
- Conduct impactful advocacy designed to address systemic problems affecting persons with low-income;
- Guide the professional development of staff, including co-counseling of cases; reviewing substantive legal work; providing meaningful assessments and evaluation of advocacy efforts, caseloads and productivity; engaging the community through outreach and education; and addressing training needs;
- Carry a caseload commensurate with the Chief's expertise and that accounts for managerial responsibilities for Prince George's office located in Landover, MD;
- Balance the significant demand for services with the need to engage in impactful and effective advocacy for clients; and
- Conduct case reviews and assign cases to staff consistent with Maryland Legal Aid's case and matter acceptance guidelines.

Strategy and Leadership

- Participate in statewide task forces and statewide advocacy efforts;
- Develop expertise in the communities served by the Prince George's office and all resources available to address client needs;
- Engage community leaders to enhance Maryland Legal Aid's reputation in

Prince George's county;

- Cultivate effective relationships with the judiciary and private bar;
- Lead efforts to increase *pro bono* representation of clients;
- Carry-out Maryland Legal Aid's strategic plan, which includes the integration of a Human Rights Framework to all aspects of the offices' work, including litigation and advocacy, communications, and community education and relations;
- Ensure administrative and regulatory requirements are met;
- Be part of a statewide management team and strive to improve the overall quality of Maryland Legal Aid's service delivery throughout the state;
- Assist with the firm's resource development efforts, including, but not limited to, the identifying of possible funding sources, making presentations to funders, and the drafting of grant applications and progress reports;
- Address client grievances;

Qualifications: B.S./B.A. Degree; a J.D. or L.L.B. Degree; admission to a State Bar and/or qualify for admission to Maryland Bar; plus at least seven (7) years experience in legal services and/or law firm management. Excellent verbal and written communications skills, command of technology, especially Microsoft Office and case management systems; appellate experience, involvement in the community, and leadership experience a must.

**Please submit cover letter and resume to Noreen Hennigan at noreen@top-tier-talent.com
This is a retained search conducted by Purposeful Hire in partnership with Top Tier Talent.**

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