



PART-TIME STAFF ATTORNEY (25-30 HOURS/WEEK)

The Domestic Violence Center of Howard County is a non-profit agency offering innovative and comprehensive services to victims of domestic violence. The Legal Department invites applications for the position of Part-Time Staff Attorney. (This position may extend to 40 hours in July depending on grant funding.)

Primary Responsibilities:

- Provide legal information and counsel for clients served by the DVC.
- Provide protective order representation, including trial preparation and follow-up.
- Provide representation in limited divorce and custody cases.
- Participate in all aspects of on-going litigation, including legal research, preparation of legal memorandum, discovery, and other supports.
- Offer legal information and assistance to callers.
- Work collaboratively with other staff and volunteers to efficiently coordinate and deliver services to clients. Assist non-legal staff to understand impact of the law on people served by the DVC.
- Maintain current base of knowledge in regard to community resources, funding, and negotiation.
- Offer reassurance and encouragement to individuals served by the DVC.
- Complete legal paperwork.
- File legal documentation as required by the legal process.
- Maintain internal file notes for DVC purposes.
- Maintain statistics regarding legal services provided.
- Provide support for agency and departmental cohesiveness.
- Assist in orientation of new staff and volunteers.
- Participate fully with the DVC's Legal Team.
- Assist with agency's strategic plan.

Qualifications: The successful candidate will be a graduate of an accredited law program and a member of the Maryland Bar, with 1 – 2 years of domestic violence legal experience and/or trial experience.

Apply: Applicants must submit a cover letter and resume on or before March 10, 2010 in confidence to:

Luanne McKenna, Esq.
Director of Legal Services
Domestic Violence Center of Howard County, Inc.
5457 Twin Knolls Road, Suite 310
Columbia, MD 21045
Email: lmckenna@dvcenter.org (MS Word format only) Fax: 410-997-1397