

General Advice Counsel

City of Baltimore Retirement Plans

Overview

The City of Baltimore Employees Retirement System and the Retirement Savings Plan are seeking applicants for General Advice Counsel. Under the general supervision of the Baltimore City Solicitor, the successful incumbent will provide legal advice and counsel to, and otherwise represent, the Board of Trustees and the Executive Directors of the Employee Retirement System and the Retirement Savings Plan in the following areas:

- Disability Claims Administration
- Investment Policy and Procurement
- Plan Administration
- Legislation
- Litigation
- Board Governance

Essential Duties and Responsibilities (*not inclusive*)

- Manage the Disability Claims Administration Process.
- Draft and negotiate outside vendor contracts and draft RFP's for investment advisors and outside vendors.
- Advise Executive Director and Board of Trustees on range of matters, including investment manager termination and recoveries of investment losses, resolution of plan member services management and administration issues, interpretation of existing legislation and recommendation for new legislative initiatives.
- Oversee representation of the ERS and the RSP in a variety of types of litigation including lawsuits involving investment contracts, employment disputes, disability benefits, death benefits and other claims.
- Draft and prepare various legal documents.
- Defend the City of Baltimore at disability and death hearings, and at appellate hearings relating to disability and death claims.

Required Knowledge, Skills and Responsibilities

- Working knowledge of Federal and State laws, with a specific familiarity of the Internal Revenue Code and employee benefits law.
- Ability to understand and effectively use ERS and RSP internal IT applications, including DOC DNA and Time Matters case management software.
- Strong legal research and analytical skills.
- Strong interpersonal skills required to work with the public and various agencies.
- Ability to prepare and litigate cases of varying complexity.
- Excellent oral and written communication skills.
- Ability to handle large caseloads and juggle multiple priorities and deadlines.

- Strong technology skills including proficiency with Microsoft Office software and legal research platforms such as Westlaw.
- Ability to work independently as well as in a team environment.

Education & Experience Requirements

- A law degree from an accredited law school.
- Five (5) years of litigation experience and strong trial experience, legal writing and/or municipal law and practice before Federal courts, including one year of such lead experience as assigning and reviewing the work of legal personnel.

License, Registration & Certificate Requirements

- Admission to the Bar of the State of Maryland is required.
- A valid Maryland Class C, Noncommercial driver's license or equivalent out-of-state driver's license acceptable to the Division of the Office of Risk Management is required.

Compensation

The salary for this position is commensurate with education and experience and includes an excellent benefits package.

To Apply

Qualified individuals should submit a detailed resume and cover letter to law.hiring@baltimorecity.gov.

NOTE: Candidates under final consideration will be required to undergo and pass a background check and drug/alcohol test.

The City of Baltimore is an Equal Opportunity Employer