



**CITY OF BALTIMORE**  
Department of Human Resources  
7 E. Redwood Street, 16th Floor  
Baltimore, MD 21202  
(410) 396-3860 711(TTY)  
[www.baltimorecity.gov](http://www.baltimorecity.gov)

**INVITES APPLICATIONS FOR THE POSITION OF:  
Legal Counsel For the Mayor's Commission on  
Disabilities - Office of Equity & Civil Rights**

*An Equal Opportunity Employer*

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 11/22/22

**CLOSING DATE:** Open until filled

**CLASS DESCRIPTION:**

**THIS IS A NON-CIVIL SERVICE POSITION**

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **Legal Counsel for Mayor's Commission on Disabilities**

The Office of Equity and Civil Rights is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws ensuring access and equal opportunities for persons with disabilities, and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity, inequality, and discrimination. The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, and the Women's Commission.

The Mayor's Commission on Disabilities was created by the City of Baltimore Ordinance #93-237. The mission of the Mayor's Commission on Disabilities is to: Work to remove barriers and promote equal rights and opportunities for individuals with disabilities.

**Essential Duties and Responsibilities (not inclusive)**

Legal Counsel leads the implementation of Federal, State, and local laws on Disabilities and the Americans with Disabilities Act (ADA). The Legal Counsel is responsible for developing and implementing Accessibility for persons with disabilities (i.e., city facilities, programs and employment opportunities) and of the City's Master Plan for Accessibility and Universal Design. Incumbents receive general supervision from the Chief Equity Officer & Director. Incumbents may supervise Operation Officer II. The following examples illustrate the work performed in the positions in the class. Positions may require some or all of these. This list is not inclusive. This position may require related duties not listed, if necessary, to accomplish the work of the agency.

- Provide sound legal advice and guidance on a variety of matters including:
- ADA compliance (Title II and Title III regulations and statutes),
- Accessibility for persons with disabilities (i.e., city facilities, programs and employment opportunities) and;
- Implementation of the City's Master Plan for Accessibility and Universal Design.
- Develop strategic partnerships with City agencies and stakeholders to address systemic issues that affect accessibility and compliance across Baltimore City government and communities.
- Works with agency ADA Coordinators and personnel to identify Accessibility issues within the agency.
- Makes recommendations to agencies to implement policies, procedures, and practices that correct Compliance issues.
- Advocates (through actions such as educational training, community outreach and affirmative litigation) the removal of barriers, elimination of discrimination and promotion of equal rights and opportunities for persons with disabilities; conducts legal research and recommends modifications of services or new services for persons with disabilities; keeps Commission on Disabilities abreast of new or changing ADA legislation and works to implement changes in current or new services.
- Provide legal representation and counsel on behalf of the City of Baltimore/Mayor's Commission on Disabilities in relation to disability suits and claims filed on behalf of City residents.
- Provides information and education programs to City government, businesses, and industries with regard to ADA. Institutes and conducts educational programs, meetings, and conferences designed to promote awareness.
- Performs related work as required.

### **KNOWLEDGES, SKILLS**

- Knowledge of the principles and practices of disability law
- Knowledge of pertinent Federal, State and City statutes.
- Knowledge of the sources of legal reference.
- Ability to draft and administer contractual agreements.
- Ability to interview others.
- Ability to organize, interpret and apply legal principles.
- Ability to develop and conduct training in the interpretation and application of laws, policies and regulations to ensure compliance.
- Ability to communicate effectively, both orally and in writing.

- Ability to establish and maintain effective working relationships with others.
- Ability to prepare narrative and reports.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

A Law Degree from an accredited law school and four years of experience in disability trial work, legal writing and/or municipal law and practice before circuit and district courts.

## **LICENSES, REGISTRATIONS AND CERTIFICATES**

Maryland Bar Admission

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

**Financial Disclosure:** Under Sections 7-7, 7-8, and 7-9 of the Ethics Law outlines the City officials and employees who are required to file. Each year, the Ethics Board, in collaboration with City agencies and the Department of Human Resources, identifies required filers based on the Ethics Law's criteria.

### **These positions typically include:**

As a general matter, the following public servants must file financial disclosure statements:

- Officials and many non-clerical employees of City agencies and instrumentalities (§§ 7-7 and 7-8);?
  - *"Non-clerical" means any compensated public servant who is not employed solely in a secretarial, clerical, or custodial capacity.*
- Members of most City boards and commissions (§§ 7-7 and 7-8);?
- Individuals filling procurement, enforcement, and legislative liaison functions (§ 7-9);
- Individuals vacating any of these positions (§ 7-11).
- Individuals filling a vacancy in any of these positions (§ 7-12).
- Candidates for qualifying elected positions (§ 7-13).
- Designees of the Mayor and of the City Council President (§ 7-14).?

### **To Apply: (Job open until filled)**

Interested candidates should submit a cover letter and resume, to Khadeja Farahmand, Chief of Staff via email to [Khadeja.Farahmand@baltimorecity.gov](mailto:Khadeja.Farahmand@baltimorecity.gov). Please include "Legal Counsel" in the subject line.

**Baltimore City is an Equal Opportunity Employer**

**SELECTION PROCESS:**

**MINIMUM QUALIFICATIONS:**

**SUPPLEMENTAL INFORMATION:**

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APPLICATIONS MUST BE FILED ONLINE AT:

7 E. Redwood Street  
16th Floor  
Baltimore, MD 21202  
410 396-3860  
711 (TTY)

[pat.williams@baltimorecity.gov](mailto:pat.williams@baltimorecity.gov)

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Position #08035NCS  
LEGAL COUNSEL FOR THE MAYOR'S COMMISSION ON  
DISABILITIES - OFFICE OF EQUITY & CIVIL RIGHTS  
JADE GLENN