



## **Assistant Counsel**

### **Maryland State Education Association (MSEA)**

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing 75,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

**JOB SUMMARY:** The assistant counsel plays a crucial role in supporting and implementing the legal services program of the Association under the guidance of the general counsel. They assist in various legal matters, including representation of local affiliates and individual association members in all matters concerning their employment as an employee of a school system, community college or other education institution before administrative and judicial tribunals. Finally, assistant counsel will collaborate with general counsel and colleagues in developing training programs and publications on member rights and legal issues. In carrying out responsibilities, assistant counsel must not only possess effective advocacy skills along with strong legal research and writing but also demonstrate independent judgment, initiative, and resourcefulness.

#### **RESPONSIBILITIES:**

- Assists in the implementation of the association's legal program under the guidance of general counsel, including the evaluation of eligibility for requested assistance.
- Acts as legal representative of the association on matters of employee-employer relations with the Association's staff union organization (Professional Staff Association) under the guidance of general counsel.
- Advises, represents, and advocates on behalf of members and local affiliates before administrative and judicial tribunals. Conducts investigations, research, drafts pleadings, presents evidence, and prepares and presents oral and written arguments in cases arising in assigned counties.
- Meets with grievants, UniServ staff, and local presidents regarding pending cases.
- Researches and provides legal advice at the direction of the general counsel to the Executive Director and members of the MSEA management team.
- Assists general counsel, in cooperation with the Center for Organizing & Advocacy, in developing training programs for field staff, and with all other departments in the publication and distribution of advisory memos and materials addressing the legal rights of members.
- Stays informed relative to developments in the law regarding teacher rights, labor law, Public Employee Relations Board, and school law, generally.
- Works extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.
- Works with MSEA Committees, as assigned.



- Performs other duties as assigned.

#### QUALIFICATIONS:

- Juris Doctor from an accredited school of law required.
- Admission to the Maryland Bar and eligibility for admission to the United States District Court for the District of Maryland.
- Possesses effective oral advocacy and prior experience before administrative agencies, including National Labor Relations Board, public labor boards, and Office Administrative Hearings, as well as appellate courts.
- Possesses background in labor and employment law preferred.
- Writes clear and accurate legal memoranda and pleadings.
- Performs complex legal research.
- Exercises independent and expert judgment and demonstrate initiative and resourcefulness.
- Ability to identify and analyze complex data, plan and carry out work projects, and alter and refine the methods and techniques used.
- Ability to perform duties with a high level of efficiency and accuracy.
- Works independently within the association, with affiliates and outside organizations/agencies important to the accomplishment of association goals.
- Interacts effectively and frequently with general counsel and other members of the Legal Center.
- Ability to influence, interrogate, motivate, mediate, or lead persons or groups in gaining compliance with association objectives by persuasion or negotiation.
- Maintains confidentiality of data of major importance which, if disclosed, might be detrimental to the association's interests.
- Demonstrated proficiency in verbal and written communication.
- Demonstrated ability to use computer programs such as Microsoft Office Suite, Bloomberg law, and other databases and programs.
- Ability to manage data and create appropriate documents relating to data.
- Ability and willingness to periodically engage in travel within the state of Maryland and work extended hours.
- Valid US driver's license that complies with the state of Maryland.

#### Compensation

Salary:	The starting salary range for this position is \$97, 232 - \$147, 416.
Date of Employment:	As soon as possible
Submission Deadline:	Open until filled
Email address:	<a href="mailto:careers@mseanea.org">careers@mseanea.org</a>

Interested applicants should **submit a resume, cover letter, employment application, and a writing sample (legal brief or motion filing)** to the email address above. Applications can be downloaded from the MSEA website at [marylandeducators.org](http://marylandeducators.org). All applications must be typed.



***MSEA is an EQUAL OPPORTUNITY EMPLOYER***

MSEA is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at MSEA are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.