

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Assistant County Attorney
Department of the County Attorney
An Equal Opportunity Employer

Assistant County Attorney – Department of the County Attorney

Salary commensurate with experience, 40 hours per week, exempt position
Hours are typically Monday through Friday 8:00 am to 5:00 pm

This posting will remain open until filled; first review of applications will occur on December 4, 2023.

The Department of the County Attorney is seeking a professional individual with strong interpersonal skills to provide legal counsel to Carroll County management, boards, commissions, officers, agencies, and employees regarding matters involving the County in accordance with Federal, State, and local laws.

As the Assistant County Attorney, you will advise assigned departmental clients, research and render written opinions on complex legal matters, appear before the District and Circuit Court of Carroll County, and perform assignments as directed.

The ideal candidate for this opportunity should have a general knowledge of laws, court procedures, precedents, and governmental regulations and should possess excellent oral and written communication skills. In particular, the candidate should have experience or an interest in practicing law in the areas of planning, zoning, and environmental law. Candidates will be expected to have the ability to work independently and handle all types of litigation and legal problems confronting Carroll County.

See the full job descriptions here: [Assistant County Attorney I](#), [Assistant County Attorney II](#)

Qualifications:

1. Juris Doctorate degree and admission to practice law in the State of Maryland
2. Two years' experience as a lawyer or law clerk*
3. Five years' experience in local government law, either within the public or private sector*
4. Member in good standing of the Maryland State Bar

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: careers@carrollcountymd.gov
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 11/16/2023
(24-050)



The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.