



**Maryland Volunteer Lawyers Service (MVLS)
My Home, My Deed, My Legacy Campaign
Tangled Title Staff Attorney
(Full Time, Exempt)**

Maryland Volunteer Lawyers Service (MVLS), founded in 1981, is the oldest and largest volunteer legal services organization in Maryland. MVLS removes barriers to justice through free civil legal help, community engagement, and advocacy for equitable laws. Our vision is for a fair legal system that is free of injustice and equitably serves underrepresented Marylanders. We achieve this goal primarily through our core pro bono program and more targeted programs that serve specialized legal needs. For more program information, visit our website: www.mvlslaw.org.

MVLS' core values are teamwork, passion for MVLS' mission, commitment to clients, volunteers, and community partners, initiative and commitment to eliminate systemic barriers to justice based on race and economic disparities. MVLS is committed to fostering an inclusive culture in the workplace. Our work to end barriers to justice starts with increasing the racial diversity of our staff to better reflect the communities we serve.

The Tangled Title Staff Attorney is part of the housing and consumer law team and is responsible for the My Home, My Deed, My Legacy Campaign. This campaign focuses on securing and maintaining housing and community stabilization by ensuring that low-income homeowners can maintain their housing and successfully pass it on to their next generation. Seeking highly motivated and organized individual with excellent legal and communication skills to assist MVLS in providing direct representation and as well as extensive support to volunteer attorneys with estate administration and deed matters.

Job Responsibilities:

- Screen clients for eligibility, conduct intake, and make referrals where appropriate.
- Assist with placing cases with volunteer attorneys.
- Provide direct representation to Maryland residents with estate administration, estate planning, deed, or other property related matters, including both brief advice and full representation.
- Organize Homeowner clinics to help Baltimore City residents stabilize their homes and secure important resources for the long-term ability to remain in their homes.

- Participate in advocacy - including legislative advocacy, working with community partners, agencies and other organizations - to address barriers to housing stabilization.
- Work with clients to resolve potential estate issues prior to placement with volunteer attorneys.
- Assess clients to determine if they have a clear path to title so that they may receive funding from the Homeowners Assistance Fund (HAF)
- Provide mentoring support to volunteer attorneys accepting estate and deed cases, including answering questions, reviewing documents, assisting with draft pleadings, conducting legal research on specific topics, attending hearings with attorneys when requested, and providing knowledge and experience to newer attorneys.
- Develop trainings and resource materials for volunteer attorneys.
- Explore additional legal remedy options for tangled estates including quiet title and partition actions and develop related legal templates and other legal resources.
- Coordinate with fellow MVLS staff to conduct presentations, trainings, and community and client outreach activities.
- Meet intake and representation goals as set by the Deputy Director.
- Develop self-help materials for pro se litigants.
- Supervise part time tangled title paralegal.
- Other duties as assigned by the Deputy Director.

Job Skills:

- Excellent written and oral communication
- Skilled in case management
- Ability to confidently communicate with diverse audiences
- Demonstrated networking and relationship management skills
- Willingness to learn and present about the legal services provided by MVLS
- Be a team player who is able to work with staff, volunteers, and community partners
- Strong planning, critical thinking, and problem-solving skills
- Be self-motivated and self-directed
- Ability to manage multiple tasks, projects, and priorities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Professional Experience:

- J.D. from an accredited law school.
- Must be admitted to the Maryland Bar and in good standing or seeking admittance to the Maryland Bar.
- One year of estates or property law experience preferred, though not required.
- Experience with nonprofits or legal services is a strong plus
- Demonstrated commitment through work experience, lived experience or volunteer experience to communities, such as: Children, Domestic

workers, Economically disadvantaged people, Immigrants and refugees, Incarcerated and formerly incarcerated people, LGBTQ people, People of color, People with disabilities, People with HIV/AIDS, Sex workers, Victims of crime and abuse, and Women and girls.

Compensation:

Salary - \$55,000 - \$65,000 commensurate on experience with excellent benefits including: 3 health insurance plans to choose from (MVLS fully covers the monthly premium), dental and vision insurance, a flexible spending plan to reimburse employees with pre-tax dollars for out of pocket medical expenses, group life insurance, accidental death and dismemberment insurance, a 403(b) retirement plan with a 2% match and the possibility of an additional contribution from MVLS, a monthly commuter stipend equal to the value of an MTA pass, and generous paid vacation and sick leave.

Job Location -

This position is currently hybrid with 3 days in office work required each week and 2 days remote work.

How to Apply

- Please email cover letter, resume and three professional references to mvls@mvslslaw.org with the subject line “Tangled Title Attorney” Applicants are encouraged to address the core values stated at the top of this job posting in their cover letters.
- Submissions should be received within 4 weeks from when the application is posted.
- Incomplete applications will not be reviewed.
- No telephone calls, please.

This application was posted on May 22, 2023. MVLS generally begins scheduling interviews after the four week application window has ended. Initial interviews with the hiring committee are scheduled for 45 minutes. For advancing candidates, a second 60 minute interview is held with the hiring committee and the Executive Director. Interview questions are provided in advance. Reference checks are made for final candidates. The interview process generally takes about four weeks.

A COVID vaccination is required.

MVLS is an equal opportunity employer. MVLS does not discriminate against any applicant for employment or any employee on the basis of race, nationality, ethnicity, age, religion, disability status, sex assigned at birth, gender identity, gender presentation, sexual orientation, or immigration status.