



~Now Hiring: Office of the Attorney General~

Administrative Officer II - Civil Litigation Division

Posting Date: October 18, 2021 **Closing Date:** November 1, 2021

Job Title: Administrative Officer II **Position Type:** Regular Full Time (Paralegal and Administrative Support)

Location: Office of the Attorney General, Civil Litigation Division, 200 St. Paul Place, Baltimore, Maryland

Description: The Office of the Attorney General is seeking applicants for an Administrative Officer II in the Civil Litigation Division. Position responsibilities include but are not limited to providing paralegal and administrative support to the Deputy Chiefs in the Division to meet the requirements and goals of the Division. This position conducts legal research; assists Deputy Chiefs with trial preparation and document management; drafts correspondence, pleadings, affidavits, and exhibits; prepares client documents for production; attends meetings as needed; writes internal summaries; answers and screens telephone calls to the Division, tracks complaints, and other duties as needed. This position also supports other attorneys as needed.

Experience: Possession of a Bachelor's degree from an accredited four-year college or university. Two years of experience in administrative or professional work. Candidates may substitute additional experience in administrative staff or professional work on a year-for-year basis for the required education. Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 semester credit hours for each year of the required experience. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included regular use of independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations, analysis of operational programs, or procedures with recommendations for improvement on a year-for-year basis for the required education and experience. Familiarity with court rules and procedures, experience using data base applications, including document review and production software, a working knowledge of Microsoft Office applications, Outlook, Westlaw and internet research, and knowledge of Maryland law are preferred.

Submission: Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <http://www.jobaps.com/MD/>, by the close of business on Monday, November 1, 2021.

The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion, ancestry, national origin, age, marital status, sexual orientation, gender identity, disability, pregnancy, or genetic information. The Office is committed to recruiting, retaining, and promoting a diverse workforce.