



~NOW HIRING~

## Administrative Aide - Consumer Protection Division

**Posting Date:** February 27, 2023    **Closing Date:** March 14, 2023

**Job Title:** Administrative Aide    **Position Type:** Regular Full Time

**Location:** Consumer Protection Division, 200 Saint Paul Street, Baltimore, MD 21202

**Description:** The Office of the Attorney General is seeking applicants for an Administrative Aide to assist in the administration of the Health Education and Advocacy Unit in the Consumer Protection Division. The position is responsible for intake of written, oral and electronic correspondence; scanning of communications into the unit's database; data entry of all forms of consumer contact; oral and written communication with consumers, healthcare providers insurers, and others; closing case files; assisting with office reception duties; providing administrative support to the unit's directors, staff and volunteers; assisting with Public Information Act responses; and otherwise assisting with the day-to-day activities of the unit.

**Read more about this position in the full job**

**posting:** <http://www.marylandattorneygeneral.gov/Pages/Employment/supportstaff.aspx>

**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 individuals who have historically been underrepresented in the practice of law.**