



DEPARTMENT OF LABOR

RECRUITMENT



~Now Hiring: Office of the Attorney General~

HR Administrator - Fiscal & Personnel Division

Posting Date: July 23, 2021 **Closing Date:** August 6, 2021

Job Title: HR Administrator **Position Type:** Regular Full Time

Location: Office of the Attorney General, Fiscal & Personnel Unit 200 St. Paul Place, Baltimore, Maryland

Description: The Office of the Attorney General (“OAG”) seeks applicants for an HR Administrator to work in the Fiscal & Personnel Unit. The main purpose of this position is to assist with OAG office-wide HR responsibilities and to support the overall work of the Fiscal & Personnel Unit. This position will be responsible for overseeing activities in the Statewide Personnel System including reviewing and approving Workday transactions; assisting with classification and compensation activities; assisting with recruitment and employment services, including reviewing applications and resumes; ranking of candidates; and preparing and posting position announcements. This position will also assist with Office Management, Budget and Finance responsibilities.

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.





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~Now Hiring: Office of the Attorney General~ Assistant Attorney General Independent Investigations Unit

Posting Date: July 29, 2021 **Closing Date:** August 11, 2021

Job Title: Assistant Attorney General **Position Type:** Regular Full Time

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

Description: The Office of the Attorney General is seeking applicants for the position of Assistant Attorney General in the newly created Independent Investigations Unit. In March 2021, the Maryland General Assembly passed legislation creating an Independent Investigative Unit within the Office of the Attorney General. The Unit is directed to investigate all alleged or potential police-involved deaths of civilians, and to provide a report containing detailed investigative findings to the State's Attorney of the County that has jurisdiction over the matter. The Assistant Attorney General will, as part of a team of experienced prosecutors and investigators, in partnership with the Maryland State Police, work to enhance transparency, strengthen public trust in the criminal justice system, and engage and collaborate with external stakeholders and partners.

The position requires strong skills in legal research in writing, as well as in-depth knowledge about conducting criminal investigations, with a focus on best practices and sound investigative techniques. Applicants should feel comfortable working with and meeting with diverse groups, including community groups and law enforcement.

Read more about this position in the full job posting:

<http://www.marylandattorneygeneral.gov/Pages/Employment/attorneys.aspx>

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