



OFFICE OF THE ATTORNEY GENERAL
200 Saint Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT
Administrative Officer II
Comptroller of Maryland - Annapolis

Posting Date: May 2, 2022

Closing Date: May 16, 2022

Job Title: Administrative Officer II

Position Type: Regular Full Time

Location: Office of the Attorney General, Comptroller
80 Calvert Street Annapolis, MD 21401

Description: The Office of the Attorney General is seeking applicants for the position of Administrative Officer II at the Annapolis Office of the Comptroller of Maryland. The position will provide managerial, administrative, and secretarial support for the Principal Counsel and Assistant Attorneys General. Job responsibilities include typing legal pleadings, motions, memoranda, agreements, and correspondence; monitoring caseloads; maintaining and keeping court calendars; reviewing and updating the Attorney General's Office Civil Appeals Report of status of litigation in the Court of Appeals and Court of Special Appeals; acting as liaison with the Maryland Tax Court and the Comptroller of Maryland staff; electronic filing of documents with the U.S. District Court and state courts through their electronic case management system; reviewing, organizing and preparing documents for hearings, trials, meetings and court filings; organizing and maintaining personnel, client and litigation files.

Experience: Education: Bachelor's degree from an accredited four-year college or university. Experience: Two years of experience in administrative or professional work. Applicants must be detail-oriented, highly organized and able to work at a consistently high volume. 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 or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required education and experience.

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, May 16, 2022.

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.