



**OFFICE OF THE ATTORNEY GENERAL**

**200 Saint Paul Place  
Baltimore, Maryland 21202  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)**

**JOB ANNOUNCEMENT  
Administrative Officer III  
Contract Litigation Unit**

**Posting Date:** April 21, 2022

**Closing Date:** May 5, 2022

**Job Title:** Administrative Officer III

**Position Type:** Regular Full Time

**Location:** Office of the Attorney General, Contract Litigation Unit  
200 Saint Paul Place, Baltimore, Maryland 21202

**Description:** The Office of the Attorney General is seeking applicants for an Administrative Officer vacancy in its Contract Litigation Unit. The position supports Assistant Attorneys General in the preparation of legal documents relating to contract claims and bid protests; establishing and maintaining a manual or computerized document control system for cases involving large numbers of documents; preparing hard copy and electronic hearing exhibits; proofreading and cite checking briefs and memoranda; legal research; preparation of privilege indices; drafting routine correspondence, and other general office tasks as needed.

**Experience:** Possession of a bachelor's degree from an accredited four-year college or university and one year 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 the regular 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-to-year basis for the required education and experience. Applicants must have experience using Microsoft Word or WordPerfect, database experience, telephone experience, and organizational skills. Legal secretarial experience 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 Thursday, May 5, 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.**