



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

JOB ANNOUNCEMENT
Administrative Officer I (Contractual)
Public Access Unit

Posting Date: March 19, 2024

Closing Date: April 2, 2024

Job Title: Administrative Officer I

Position Type: Contractual Full Time

Salary: \$22.65 - \$36.09 per hour. The salary range is based on a multitude of factors, including applicable personnel rules, regulations, and guidelines.

Location: Office of the Attorney General, Public Access Unit, 200 St. Paul Place, Baltimore, MD 21202

Telework: A hybrid remote telework and in-office schedule option is available per applicable policies and procedures.

DESCRIPTION: The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the legal business of the State, acting as legal advisors and representatives of the major agencies, various boards, commission, officials, and institutions of State Government. As Maryland's 47th Attorney General, Anthony G. Brown leads the OAG with a key focus of equity, justice, and fairness.

The Office of the Attorney General is seeking applicants for an Administrative Officer to provide support to the Public Access Unit (PAU), which supports the work of the Public Access Ombudsman and the State Public Information Act Compliance Board. Both the Ombudsman and Board provide alternative dispute resolution services for records requesters and custodians under Maryland's Public Information Act (PIA).

Job responsibilities include: initial processing of requests for the Ombudsman's mediation assistance and complaints to the Board (both paper and electronic), including referrals to other agencies if appropriate; entering data related to mediations into the Ombudsman's database; tracking Board complaints, including deadlines; creating and managing mediation and complaint files; assisting with certain Ombudsman matters, namely disputes where the custodian failed to respond to a PIA request; written and oral communication with PIA requesters, custodians, and the general public; managing the Ombudsman and Board email inbox, including responding to email; assisting with responses to PIA requests directed to the Ombudsman and Board; assisting with legislative reporting requirements for the Board and voluntary reporting done by the Ombudsman; assisting with coordination of virtual and in-person PIA trainings by the Ombudsman; closing mediation and complaint files, including transmitting the Board's record in cases that are appealed.

EDUCATION/EXPERIENCE:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: One year of administrative staff or professional work.

Notes:

1. Candidates may substitute 30 college credit hours from an accredited college or university for the required experience.
2. 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 experience.

Preferred Qualifications: AA degree from an accredited college or university, experience using databases, and knowledge of, or work experience with the Public Information Act.

SUBMISSION: Interested persons should electronically submit an application and supplemental questionnaire through the Department of Budget and Management, [Maryland State Online Employment Center](#) by April 2, 2024.

EMPLOYMENT BENEFITS:

Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program, have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits.

Leave may be granted to a contractual employee who has worked 120 days in a 12 month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

EQUAL OPPORTUNITY EMPLOYER:

The OAG is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state, or federal laws.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING:

The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.