



**OFFICE OF THE ATTORNEY GENERAL**

**200 St. Paul Place**

**Baltimore, Maryland 21202**

**[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)**

**JOB ANNOUNCEMENT**

**Administrative Aide**

**Department of Budget & Management**

**Posting Date:** May 15, 2023

**Closing Date:** May 30, 2023

**Job Title:** Administrative Aide

**Position Type:** Regular Full time

**Salary:** \$41,068 - \$62,525 The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

**Location:** Office of the Attorney General, Department of Budget & Management  
300 W. Preston Street, Baltimore, Maryland 21201

**Telework Status:** A hybrid remote telework and in-office schedule option may be available per OAG's policies and procedures.

**Description:** This position will support at least three attorneys, and a paralegal. Job responsibilities include: preparing and typing correspondence, legal memoranda, and pleadings; receiving and screening telephone calls; interacting with various State agencies, Courts, litigants and their attorneys, and the public generally assisting with the secretarial administration of the Unit.

**Employment Benefits:** The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave, and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan. The State also offers a free mass transit benefit for local bus and express bus services.

**Qualifications:**

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

**Experience:** Four years performing secretarial work. Pertinent volunteer and/or part time experience is acceptable. Legal secretarial experience is preferred. Applicants must have work experience using

Microsoft Word & Excel, telephone experience, excellent organizational skills, and the ability to work well with a team of busy professionals.

Notes: Applicants may substitute an Associate of Arts degree with a major in Secretarial Science from an accredited college for up to 2 years of 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 Tuesday, May 30, 2023.

**Equal Opportunity Employer:** The Office of the Attorney General 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.