



OFFICE OF THE ATTORNEY GENERAL

200 St. Paul Place

Baltimore, Maryland 21202

www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT – REPOST

Office Clerk II (Contractual)

Department of Budget & Management

Posting Date: May 11, 2023

Closing Date: May 26, 2023

Job Title: Office Clerk II

Position Type: Contractual

Salary: \$16.47 - \$23.35/ hour 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: The Office of the Attorney General is seeking applicants for the position of Office Clerk. The position provides general office support. Position responsibilities include opening/distributing mail, filing, making copies, scanning, faxing, and other general clerical duties, in a high volume, fast paced office.

Qualifications: Education: Completion of the eighth grade. Experience: One year experience performing clerical duties in an office environment. Reliability, attention to detail, a strong work ethic, and the ability to work well within a team of busy professionals in a legal office, are all required. The desired candidate should have High School Diploma or GED.

Notes: 1. Additional experience performing clerical duties may be substituted on a year-for-year basis for the required education. 2. Graduation from an accredited high school or possession of a high school equivalency certificate may be substituted for six months of the required experience. 3. Six months clerical training with three courses in subjects such as keyboarding, clerical math, word processing, spreadsheets, data base, graphics presentation, proofreading, or office etiquette may be substituted for six months of the required experience. 4. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Administration classifications or Administrative, Clerical or Office Services specialty codes in the Clerical Support field of work on a year-for-year basis for the required experience.

Submission: Interested persons should submit an application and supplemental questionnaire through the Department of Budget & Management, Maryland Online Employment Center <http://www.jobaps.com/MD/> by the close of business Friday, May 26, 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.