



**OFFICE OF THE ATTORNEY GENERAL**

**200 St. Paul Place**

**Baltimore, Maryland 21202**

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

**JOB ANNOUNCEMENT**

**Staff Attorney I**

**Department of Budget & Management**

**Posting Date:** May 10, 2023

**Closing Date:** May 25, 2023

**Job Title:** Staff Attorney I

**Position Type:** Regular Full time

**Salary:** \$59,608 - \$92,290 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 a Staff Attorney position assigned to the Maryland Department of Budget and Management. The Staff Attorney position will be primarily responsible for representing the Central Collection Unit, a division of DBM that collects debts owed to the State of Maryland. The position involves representing the State's interests in State district courts and in the Office of Administrative Hearings. The position may also involve collections related litigation in State circuit courts and the United States Bankruptcy Court, as well as representation of DBM on other matters, as assigned. This entry-level position provides an excellent opportunity to gain substantial litigation experience.

**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:** Maryland Bar membership is required. Recently admitted members of the Maryland Bar are welcome to apply. Candidates must have excellent writing, communication, and analytical skills, as well as good judgment, trustworthiness, and attention to detail.

**Submission:** Interested persons should submit a resume and cover letter that describes your background, qualifications, and explaining your interest in the position to: [lisa.jenkins@maryland.gov](mailto:lisa.jenkins@maryland.gov) or via mail to Lisa K. Jenkins, Principal Counsel, Department of Budget and Management, 300 West Preston Street, Room 407, Baltimore, MD 21201 by close of business day on Thursday, May 25, 2023. Please write “Department Budget & Management, Staff Attorney” in the subject line/letter.

**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.