



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

EXTENDED CLOSING
JOB ANNOUNCEMENT
Assistant Attorney General
Department of General Services

Posting Date: November 3, 2021

Closing Date: **December 6, 2021**

Job Title: Assistant Attorney General

Position Type: Regular Full time

Location: Office of the Attorney General, Department of General Services
301 W. Preston St., Suite 1304, Baltimore, Md.

Description: The Office of the Attorney General, Department of General Services, seeks applicants for a full-time Assistant Attorney General that is responsible for advice and counsel on procurement issues. The Department of General Services (DGS) is charged with, among other things, the procurement of supplies, services, construction, architecture and engineering services, facilities maintenance, and information technology. The Assistant Attorney General will primarily provide advice to the Office of State Procurement regarding all aspects of its procurement of supplies, services, construction, architecture and engineering services, facilities maintenance, and information technology; including reviewing contracts and solicitations for legal sufficiency and compliance with the procurement law; advice to the Department on its evaluation of bids and proposals, protests, and contract claims. This position will also be responsible for the review of Public Information Act responses and grant reviews, and, when necessary, may be asked to review agency property leases.

Experience: The ideal candidate will have excellent writing, communication, and organizational skills; a minimum of 5 years of experience in government contracting, negotiation and contract drafting. Previous government/public experience is preferable but not required. Experience in reviewing leases is also desirable but not essential. A writing sample (an advice letter is an acceptable form of writing sample) must be provided with the resume (no longer than 5 pages) along with 3 professional references. Maryland Bar required.

Submission: Interested persons should submit their resumes and writing sample to: Lauri McGuire, Principal Counsel, Department of General Services, 300 West Preston Street, Suite 1304, Baltimore, Maryland 21201 by the close of business on **Monday, December 6, 2021.**

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 individuals who have historically been underrepresented in the practice of law.