



Office of the Attorney General  
200 St. Paul Place  
Baltimore, Maryland 21202  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**JOB ANNOUNCEMENT**  
**Paralegal II**  
**Correctional Litigation Division**

**Posting Date:** May 9, 2023

**Closing Date:** May 25, 2023

**Job Title:** Paralegal II

**Position Type:** Regular Full Time

**Salary:** \$43,660 - \$66,668 The salary range is based on a multitude of factors including applicable personnel rules, regulations and guidelines.

**Location:** **Office of the Attorney General, Correctional Litigation Division**  
**200 St. Paul Place, Baltimore, MD 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, Correctional Litigation Division, is seeking applicants for a Paralegal II position. The paralegal will provide litigation and other support to attorneys, including review, preparation, organization of legal documents, correspondences, affidavits, and exhibits; discovery requests and responses including e-discovery; review documents for privilege and prepare privilege lists; preparation of subpoena and documents for deposition; prepare deposition summaries; prepare subpoenas; coordinate scheduling of witnesses for interviews, depositions, and trial; file pleadings in court including electronic filing, assist attorneys in all phases of hearing and trial preparation; conducting legal and investigative research; communicate with staff, other agencies, and the general public; monitoring litigation calendars; answering telephones and any additional duties related to working in a high volume law office. Some travel may be required.

**Qualifications:** Graduation from an accredited high school or possession of a high school equivalency certificate. Three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney. Preferred candidate will have a four-year college degree or an associate degree in paralegal studies. The preferred candidate will also have a minimum of three years' experience as a paralegal or legal assistant performing legal research and preparing legal documents on behalf of an attorney. Applicants shall have a working knowledge of Microsoft Office or comparable word processing skills, Google Applications, strong organizational and writing skills, detailed-oriented, ability to work at consistently high pace. Knowledge of civil litigation procedures required. Preferred but not required, familiarity with document management software such as Concordance. Thirty credit hours or a certificate in paralegal studies from an accredited college or university may be substituted for the required experience. Thirty credit hours from an accredited law school may be substituted for the required experience. Additional years of experience as stated above may be substituted on a year-for-year basis for the required education. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in paralegal specialist classifications or paralegal specialist specialty codes in the legal and kindred field of work on a year-for-year basis for the required 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.

**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.

**Submission:** Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <https://jobapscloud.com/MD/> by the close of business Thursday, May 25, 2023.