



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

JOB ANNOUNCEMENT
Department of Human Services
Administrative Aide

Posting Date: January 7, 2022

Closing Date: January 24, 2022

Job Title: Administrative Aide

Position Type: Regular Full-Time

Location: Office of the Attorney General, Department of Human Services
311 W. Saratoga Street Baltimore, Maryland 21201

Description: The Office of the Attorney General at the Department of Human Services is seeking applicants for an Administrative Aide. The position is a Grade 11 (\$35,207 - \$55,279, depending upon experience). The position provides administrative and secretarial support to the Deputy Counsel and at least two Assistant Attorneys General. Responsibilities include, but are not limited to, preparing and typing legal briefs, pleadings, affidavits, subpoenas, memoranda, correspondence and other legal documents, drafting, reviewing, and organizing documents for trial; maintaining litigation, advice, and subject files; performing electronic court filings, receiving and screening telephone calls and office visitors, interacting with other agencies and courts and generally assisting with the secretarial administration of the Unit. This position also serves as the office receptionist.

Qualifications: High school diploma or equivalent; four years of secretarial experience. (Pertinent volunteer and/or part-time experience is acceptable. Applicants may substitute an Associate of Arts degree with a major in Secretarial Science from an accredited college for up to two years of the required experience.) Applicants' experience must involve typing legal documents, creating and maintaining case files, and include a working knowledge of Microsoft Word and Excel, excellent organization and time management skills, telephone experience, as well as a customer service-driven temperament to serve as office receptionist. Experience in MDEC and CM/ECF filings is preferred, but not required.

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 Monday, January 24, 2022.

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 a diverse workforce.