



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

JOB ANNOUNCEMENT
Administrative Officer II
State Highway Administration

Posting Date: January 3, 2022

Closing Date: January 21, 2022

Job Title: Administrative Officer II
(Paralegal and Administrative Support)

Position Type: Regular Full Time

Location: Office of the Attorney General, State Highway Administration
707 N. Calvert Street, Baltimore, Maryland 21202

Description: The Office of the Attorney General, State Highway Administration is seeking applicants for an Administrative Officer II to provide paralegal and administrative support. The position: maintains and updates case and document management systems and litigation files; files papers electronically in State and federal courts; assists the Office Manager with invoice and credit card processing and payment and other administrative tasks; and provides legal support for numerous Assistant Attorneys Generals. Position duties include: drafting pleadings, motions, and discovery requests and responses; conducting legal and investigative research; preparing summaries; organizing and producing voluminous electronic and paper records in connection with discovery and trial; preparing trial exhibits; maintaining trial and other calendars; scheduling; answering telephones; and performing additional duties as needed.

Experience: Possession of a Bachelor's degree from an accredited four-year college or university and a minimum of two years of experience in administrative or professional work. Thirty credit hours or a certificate in paralegal studies from an accredited college or university or law school may be substituted for the required educational experience. Candidates may also substitute experience with work that included the regular use of independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations, or analysis of operational programs or procedures, with recommendations for improvement, on a year-for-year basis for the required educational or work experience. Applicants shall be proficient with Microsoft Office and Outlook (or comparable programs), possess strong organizational and writing skills, and be detail oriented. Familiarity with court rules and civil litigation procedure, Westlaw and internet research, experience with document review and production software and data base applications, and knowledge of Maryland law are preferred.

Submission: Interested persons should submit resumes by regular mail to Pavlina Lubenova, Office Manager, Office of the Attorney General, State Highway Administration, 707 N. Calvert Street, 4th Floor, Baltimore, MD 21202 or by email to PLubenova@mdot.maryland.gov by close of business day on Friday, January 21, 2022. Please put "Administrative Officer II (Paralegal and Administrative Support)" in the subject line.

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.