



OFFICE OF THE ATTORNEY GENERAL
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JOB ANNOUNCEMENT
Administrative Officer II/ Paralegal
Maryland State Highway

Posting Date: February 24, 2020

Closing Date: March 10, 2020

Job Title: Administrative Officer II/ Paralegal

Position Type: Full Time Contractual

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 a Contractual Administrative Officer II/Paralegal. The position will assist the Office Manager with small procurement and billing procedures, will coordinate client resources, provide legal support, maintain electronic document retention and case management processes and provide administrative support for numerous Assistant Attorneys General. Position responsibilities include preparing first draft of basic legal documents, pleadings, memoranda, and correspondence; conducting legal and investigative research; preparing exhibits; communicating with staff, other agencies, and the general public; maintaining office resources; monitoring trial calendars; answering telephones; and any additional duties related to working in a law office. Maintaining Case tracking Program.

Experience: Graduate of an accredited high school, or possession of a high school equivalency certificate, and a minimum of three years' experience as a legal assistant performing legal research or preparing legal documents on behalf of an attorney. (Thirty credit hours or a certificate in paralegal studies from an accredited college or university or law school may be substituted for the required experience). Candidates may 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 on a year-for-year basis for the required education. Applicants shall have a working knowledge of Microsoft Office and document or comparable word processing skills, strong organizational and writing skills, case & document management, detailed-oriented and an ability to work at consistently high pace. Knowledge of civil litigation procedures and experience with Salesforce application is preferred.

Submission: Interested persons should submit resumes by regular mail to Pavlina Lubenov-Johns, Office Manager, Maryland State Highway Administration, 707 N. Calvert Street, Baltimore, MD 21202 or by email to PLubenovjohns@mdot.maryland.gov by close of business day on Tuesday, March 10, 2020. Please put "Administrative Officer II/Paralegal" in the subject line.

The Maryland Office of the Attorney General is an equal opportunity employer, committed to diversity in the workplace.