



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

JOB ANNOUNCEMENT
Administrative Officer II
Maryland Department of General Services

Posting Date: January 7, 2022

Closing Date: January 21, 2022

Job Title: Administrative Officer II

Position Type: Regular Full time

Location: **Office of the Attorney General, Maryland Department General Services**
301 W. Preston Street, Suite 1304 Baltimore, MD 21201

Description: The Office of the Attorney General is seeking applicants for the position of Administrative Officer II at the Maryland Department of General Services. The position will provide administrative assistance and legal support in litigation and transactional matters to the Principal Counsel, Deputy Counsel and (9) nine Assistant Attorneys General representing the Department of General Services. Responsibilities include maintaining communication with personnel within DGS, other State agencies, court personnel statewide, outside counsel, vendors, and other federal, state, and local government officials. Maintains records, files, and service subscriptions for office library.

Experience: The ideal candidate will possess a Bachelor's degree from an accredited four-year college or university and a minimum of two years' experience in administrative or professional work. Candidates may substitute additional experience in administrative staff or professional work on a year-for-year basis for the required education. Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 semester credit hours for each year of the required experience. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included 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 education and experience. Applicants should be proficient in Microsoft Office.

Submission: Interested persons should submit resumes by email to Laurie McGuire, Division Director (Lauri.mcguire@maryland.gov) by close of business on Friday, January 21, 2022. Please put "Administrative Officer II" 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.