



**OFFICE OF THE ATTORNEY GENERAL  
200 SAINT PAUL PLACE  
BALTIMORE, MARYLAND 21202  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)**

**JOB ANNOUNCEMENT  
Administrative Officer I  
Department of Housing and Community Development**

**Posting Date:** December 10, 2020

**Closing Date:** December 28, 2020

**Job Title:** Administrative Officer I

**Position Type:** Permanent Full Time

**Location:** Office of the Attorney General, Department of Housing and Community Development,  
7800 Harkins Road, Lanham, MD 20706

**Description:** The Office of the Attorney General is seeking applicants for an Administrative Officer I at the Maryland Department of Housing and Community Development located in Lanham, MD. Position responsibilities primarily will include commercial lending and real estate transactions. Responsibilities will include but not be limited to: drafting loan and grant documents; assisting at loan closings; tracking and reviewing pre-closing and post-closing loan and grant documents; document and scheduling management; closing binder preparation; and general office support. This is a permanent position with benefits.

**Qualifications:** The ideal candidate will have graduated from an accredited high school, or possess a high school equivalency certificate, and have a minimum of three years' experience as a legal assistant or legal secretary drafting and reviewing legal documents on behalf of an attorney. Thirty college credit hours or a certificate in paralegal studies from an accredited college or law school may be substituted for the required experience. Applicants shall have a working knowledge of Microsoft Office or comparable word processing skills, organizational skills, and ability to consistently produce a high volume of work.

**Submission:** Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <http://jobaps.com/MD/> by the close of business Monday, December 28, 2020

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