



OFFICE OF THE ATTORNEY GENERAL

200 St. Paul Place

Baltimore, Maryland 21202

www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT

Administrative Officer II

Comptroller of Maryland

Posting Date: December 27, 2021

Closing Date: January 11, 2022

Job Title: Administrative Officer II

Position Type: Regular Full Time

Location: Office of the Attorney General, Comptroller of Maryland
301 W. Preston Street, Room 401 Baltimore, Maryland 21201

Description: The Office of the Attorney General is seeking applicants for the position of Administrative Officer II at the Baltimore Office of the Comptroller of Maryland. The position will provide managerial, administrative, and secretarial support for the Principal Counsel, Deputy Counsel, and Assistant Attorneys General.

Responsibilities include typing legal pleadings, motions, memoranda, briefs, agreements, and correspondence; monitoring caseloads; maintaining and keeping court calendars; reviewing and updating the Attorney General's Office Civil Appeals Report of status of litigation in the Court of Appeals and Court of Special Appeals; acting as liaison with the Maryland Tax Court and the Comptroller of Maryland staff; filing electronically documents with the U.S. District Court and state courts through their electronic case management system; reviewing, organizing and preparing documents for hearings, trials, meetings and court filings; organizing and maintaining personnel, client and litigation files electronically and in paper form.

Experience: The ideal candidate must possess a bachelor's degree from an accredited four-year college or university. Applicants will possess administrative staff or professional work experience. Applicant may substitute experience in administrative staff or professional work on a year-for-year basis for the education. Applicants must be detail-oriented, highly organized, and able to work at a consistently high volume. Applicants should be proficient in Microsoft Office and Westlaw software.

Submission: Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <https://www.jobaps.com/MD/> by the close of business Tuesday, January 11, 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.