



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

JOB ANNOUNCEMENT
Office Manager
Department of Human Services

Posting Date: November 9, 2021

Closing Date: November 30, 2021

Job Title: Office Manager (Administrator I)

Position Type: Regular Full Time

Location: **Office of the Attorney General, Department of Human Services**
311 W. Saratoga Street, Baltimore, MD

Description: The Office of the Attorney General is seeking applicants for an Administrator at the Maryland Department of Human Services. The Administrator serves as the office manager responsible for the day-to-day administrative duties of the law office. Duties include but are not limited to handling office fiscal, personnel, technology, and procurement matters; supervising support staff; and serving as liaison to the Attorney General's Fiscal & Personnel Office and various Department of Human Services units. This position requires flexibility and the ability to effectively shift priorities quickly.

Experience: The ideal candidate will have at least five years of administrative work experience and/or experience supporting an executive leadership position. Applicant must have strong organizational skills, be detail-oriented and be able to work at a consistently high pace while maintaining a professional demeanor. Must also understand law office operation and be able to properly balance the needs of attorneys and staff, while applying agency guidelines and policies. Law office, budget experience, and prior supervisory experience are preferred but not required.

Submission: Interested persons should submit an application through the Department of Budget and Management, Maryland State Online Employment Center <http://www.jobaps.com/MD/> by close of business on Tuesday, November 30, 2021.

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.