



**OFFICE OF THE ATTORNEY GENERAL**  
**200 St. Paul Place**  
**Baltimore, Maryland 21202**  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**JOB ANNOUNCEMENT**  
**Database Specialist**  
**Information Technology**

**Posting Date:** July 28, 2020

**Closing Date:** August 11, 2020

**Job Title:** Database Specialist

**Position Type:** Full Time

**Location:** Office of the Attorney General, Information Technology,  
200 St. Paul Place, Baltimore, MD

**Description:** The Office of the Attorney General (“OAG”) is seeking applicants for a Database Specialist in the Information Technology Unit. Duties include but are not limited to: downloading eDiscovery from USB drives, various websites, and/or file sharing locations; preparing eDiscovery to be loaded into document & review analysis platforms; creating and setting up databases and grant users permission to the databases within; training users on how to use document & review analysis platforms; creating productions from document & review analysis platforms for users as needed for trial or as requested by opposing counsel; facilitating WebEx or other web-based hosting of presentations, including integrating documents provided through eDiscovery. This position will also be providing Helpdesk support for general requests, troubleshooting desktop and laptop issues, providing printer and copier support requests, toner replacement as well as Project Management of our new Case Management System.

**Experience:** Bachelor's degree from an accredited college or university in Computer Information Technology, Management Information Systems, Computer Science or other information technology related field to include course work in database management systems. Experience with document and review analysis platforms desired. Relevant experience can be substituted for the required education.

**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 the close of business on Tuesday, August 11, 2020..

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