



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

JOB ANNOUNCEMENT
Legal Secretary
Maryland Insurance Administration

Posting Date: November 8, 2021

Closing Date: November 24, 2021

Job Title: Legal Secretary

Position Type: Regular Full time

Location: Office of the Attorney General, Maryland Insurance Administration
200 St. Paul Place, Baltimore, MD 21202

Description: The Office of the Attorney General is recruiting for the position of Legal Secretary. This position provides administrative/legal secretarial support to Assistant Attorneys General who provide legal service to the MIA. Responsibilities will include voluminous photocopying, typing, formatting legal pleadings and lengthy briefs for filing with various courts as well as e-filing of legal pleadings. Other duties include proofreading legal documents, composing routine correspondence, preparing exhibits, drafting pleadings, tracking cases, and maintaining legislative working files. The Legal Secretary also provides litigation assistance by organizing and tracking exhibits, compiling, formatting, and indexing documents which will be submitted into evidence during administrative hearings. The position will also be responsible for maintaining current up-to-date hearing schedules for attorneys as well as maintaining up-to-date electronic calendars. The position will also be responsible for ordering office supplies as well as handling closed file database.

The Office of the Attorney General provides legal services to the Maryland Insurance Administration (MIA). The MIA is an independent State agency that regulates Maryland's insurance industry and protects consumers by monitoring and enforcing insurers' and insurance professionals' compliance with State law. Through the diligence of a highly professional staff of market analysts, financial analysts, accountants, lawyers, law enforcement officers, actuaries, complaint investigators, and others, the MIA works to facilitate a strong and competitive insurance marketplace where consumers are well informed and treated fairly. Staff members are subject matter experts who serve as a resource for lawmakers, consumers, and other public and private entities.

The MIA is charged with a broad range of responsibilities including the licensure of insurance carriers and insurance producers (brokers/agents) operating in Maryland, the conduct of financial examinations of companies to monitor financial solvency, and the review and approval of rates and contract forms. The MIA investigates reports of consumer fraud and consumer complaints about life, health, automobile, homeowners, and/or property insurance. Insurance carriers are subject to market conduct examinations and other actions to monitor compliance with Maryland law. The MIA also has a unit dedicated to consumer education and outreach, which participates in hundreds of events and reaches thousands of individual consumers annually.

Experience: The ideal candidate will have graduated from an accredited high school or possession of a high school equivalency certificate and have one year of experience as a legal secretary to include keyboarding legal briefs, pleadings, affidavits, subpoenas, and other legal documents; maintaining case files, schedules and logs and verifying legal citations and references. Additional secretarial or other clerical experience may be substituted on a year-for-year basis for the required education. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Legal classifications or Paralegal specialty codes in the administrative support field of work on a year-for-year basis for the required experience. One year of experience using Microsoft Word, Westlaw, Practice Master and Worldox software applications.

Submission: Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <http://www.jobaps.com/MD/> by the close of business Wednesday, November 24, 2021. **EOE**

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.