



OFFICE OF THE ATTORNEY GENERAL

200 St. Paul Place

Baltimore, Maryland 21202

www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT

Paralegal II

Comptroller of Maryland

Posting Date: December 20, 2021

Closing Date: January 05, 2022

Job Title: Paralegal II

Position Type: Regular Full Time

Location: Office of the Attorney General, Comptroller of Maryland
80 Calvert Street, Rm. 303, Annapolis, Maryland

Description: The Office of the Attorney General is seeking applicants for a Paralegal position to provide legal support to the attorneys representing the Comptroller of Maryland, the Alcohol and Tobacco Commission, and the Baltimore City Liquor Board. The person hired for the position will work part of the week at 80 Calvert Street in Annapolis and part of the week at 301 West Preston Street in Baltimore. The position primarily supports eight attorneys who represent the Comptroller before administrative agencies and state and federal courts. The job responsibilities include reviewing, tracking, and organizing case and court documents; and gathering, organizing, and tracking discovery produced by this office and managing and organizing discovery produced to this office; conducting legal and factual research; summarizing legal research and the contents of documents reviewed; formatting, proofreading and cite checking pleadings, memoranda, and briefs; and helping to catalogue and organize case files and court decisions electronically.

Experience: Graduation from an accredited high school or possession of a high school equivalency certificate and either (1) three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney or (2) thirty credit hours or a certificate in paralegal studies from an accredited college or university or (3) thirty credit hours from an accredited law school may be substituted for the required experience are required. A college degree and/or certificate from an ABA approved paralegal school or college program with a minimum of 1-year paralegal experience are preferred. Must be computer literate with proficiency in Microsoft Word, Excel, and legal research software such as Westlaw and must be able to prepare legal citation in accordance with the Bluebook. Applicant must have excellent organizational skills and be able to work at a consistently high volume.

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 Wednesday, January 5, 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.