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

# JOB ANNOUNCEMENT
## Paralegal II
## Department of Public Safety and Correctional Services

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| **Posting Date:** | December 21, 2021 | **Closing Date:** | January 5, 2022 |
| **Job Title:** | Paralegal II | **Position Type:** | Regular/Full Time |
| **Location:** | Office of the Attorney General, Department of Public Safety and Correctional Services, 6776 Reisterstown Road, Suite #311 Baltimore, MD 21215 | | |

**Description:** The Office of the Attorney General is seeking applicants for a Paralegal II position for the Maryland Department of Public Safety & Correctional Services ("Department"). This position will provide paralegal and administrative support to four attorneys, specifically the Principal Counsel and three Assistant Attorneys General representing the Department. Responsibilities include drafting of correspondence and pleadings, organization and preparation of documents for discovery, assistance in all aspects of litigation preparation, research, and general administrative support.

**Experience**: The ideal candidates will have a high school diploma or GED, three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney. (Applicants may substitute one year of education or a certificate in paralegal studies from an accredited college or university for two years of the required experience. Applicants may substitute additional education from an accredited law school at the rate of one year of education for two years of the required experience.) Applicants shall have working knowledge of Microsoft Office or comparable word processing skills and ability to work at a consistently high volume; knowledge of administrative appeals, records retention including state archival system and Access Database preferred. Successful candidate will be fingerprinted for access to restricted CJIS, JIS and other databases as needed.

**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 on Wednesday, January 5, 2022.

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