



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

JOB ANNOUNCEMENT
Paralegal
Maryland State Police

Posting Date: February 26, 2020

Closing Date: March 11, 2020

Job Title: Paralegal II

Position Type: Regular Full Time

Location: Maryland State Police, 1201 Reisterstown Road, Pikesville, MD 21208

Description: The Office of the Attorney General for the Maryland State Police is seeking applicants for a Paralegal II within the office of the Maryland State Police. The position works with 5 attorneys and interacts with State Troopers and other civilian employees. Duties include legal research requiring the application of Maryland case law, statutes and regulation, and preparation of legal documents in all facets of federal and state litigation, administrative matters, procurement and tort claims. The position is also responsible for case organization and file management, maintaining and updating law library materials, creating and maintaining the database of information through investigation and/or discovery. The position provides administrative support to the Principal Counsel and other attorneys within the division.

Experience: The ideal candidate will have graduated from an accredited high school or possess a high school equivalency certificate. The ideal candidate will have three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney. Thirty credit hours or a certificate in paralegal studies from an accredited college or university may be substituted for the required experience. Thirty credit hours from an accredited law school may be substituted for the required experience. Additional years of experience as stated above 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 paralegal specialist classifications or paralegal specialist specialty codes in the legal and kindred field of work on a year-for-year basis for the required experience. Graduation from an accredited paralegal studies program and have at least two years of experience working for a litigation attorney is preferred. Applicants should be able to perform legal research using Westlaw and Lexis; deliver filings to various courts and boards; and attend occasional lengthy hearings, document productions, and depositions. Applicants must have excellent organizational skills, the ability to work at periodic high volumes. Proficiency in Microsoft Word, WordPerfect, Excel, PowerPoint, and Concordance will be preferred.

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, March 11, 2020.

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