



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

JOB ANNOUNCEMENT
Administrative Specialist II
Office of Special Counsel

Posting Date: May 4, 2018

Closing Date: May 18, 2018

Job Title: Administrative Specialist II

Position Type: Regular Full Time

Location: Office of the Attorney General, Office of Special Counsel, 217 E. Redwood St., Baltimore, Maryland

Description: The Office of the Attorney General is seeking applicants for an Administrative Specialist vacancy in the Baltimore City Office of Child Support Enforcement, Office of Special Counsel (“OSC”). The position is part of a team of Administrative Support Specialists who assist the Special Counsels by preparing court dockets, litigation case files and complex legal documents and managing the office’s administrative work flow and statistical analysis. The duties of this position include, but are not limited to, conducting records and indices checks, preparing and filing court pleadings and subpoenas, and employing federal, state and commercial databases to locate and track litigants and persons of interest. The position manages individual OSC case files and must exercise independent discretion and judgment regarding the analysis and interpretation of collected data regarding OSC operations, and consequent choice of resulting legal or administrative actions to achieve effective child support enforcement solutions. The position engages with diverse judicial, state agency, law enforcement and commercial counterparts. Individuals in this position must have expert knowledge of Maryland laws, Federal Regulations, COMAR and various legal references. Individuals must have a general knowledge of standard office IT programs, and possess effective written and oral communications skills.

Experience: Completion of 60 credit hours at an accredited college or university. One year of experience in administrative or professional work. Candidates may substitute experience as defined above for the required education at the rate of one year of experience for 30 credit hours, for up to 60 credit hours of required education. Candidates may substitute 90 credit hours at an accredited college or university for the required education and experience. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer involving staff work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies on a year-for-year basis for the required education and experience.

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 May 18, 2018.

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