



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

JOB ANNOUNCEMENT
Database Specialist I
Information Technology

Posting Date: May 4, 2018

Closing Date: May 18, 2018

Job Title: Database Specialist I

Position Type: Contractual Full Time

Location: Office of the Attorney General, Information Technology,
200 St. Paul Place, Baltimore, MD

Description: The Office of the Attorney General (“OAG”) is seeking applicants for a contractual Database Specialist in the Information Technology Unit. Duties include but are not limited to: downloading eDiscovery from USB drives, various websites, and/or file sharing locations; preparing eDiscovery to be loaded into document & review analysis platforms; creating and setting up databases and grant users permission to the databases within; training users on how to use document & review analysis platforms; creating productions from document & review analysis platforms for users as needed for trial or as requested by opposing counsel; facilitating WebEx or other web-based hosting of presentations, including integrating documents provided through eDiscovery. This position will also be providing Helpdesk support for general requests, including the current Case Tracking System (CTS) and the new Case Management System, setting up profiles on the workstations, troubleshooting any macro problems for printing out of CTS, [providing printer and copier support requests](#), toner replacement.

Experience: Bachelor's degree from an accredited college or university in Computer Information Technology, Management Information Systems, Computer Science or other information technology related field to include course work in database management systems. Experience with document and review analysis platforms desired. Relevant experience can be substituted for the required education.

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.