



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

JOB ANNOUNCEMENT
Administrative Aide
Department of Budget & Management

Posting Date: February 21, 2020

Closing Date: March 9, 2020

Job Title: Administrative Aide

Position Type: Full Time

Location: Office of the Attorney General- Department of Budget & Management
300 W. Preston Street, Baltimore, Maryland

Description: The Office of the Attorney General at the Department of Budget and Management is seeking applicants for the position of Administrative Aide. The position is a Grade 11 (\$34,174 - \$53,658, depending upon experience) and is located at 300 West Preston Street, Baltimore, Md 21201. The position supports at least three attorneys and a paralegal and responsibilities include preparing and typing correspondence, legal memoranda, and pleadings; receiving and screening telephone calls; interacting with various State agencies, Courts, litigants and their attorneys, and the public generally assisting with the secretarial administration of the Unit.

Qualifications: High school diploma or equivalent; four years secretarial experience. (Pertinent volunteer and/or part time experience is acceptable. Applicants may substitute an Associate of Arts degree with a major in Secretarial Science from an accredited college for up to two years of the required experience.) Applicants must have working knowledge of Microsoft Word & Excel, telephone experience, excellent organizational skills, and the ability to work well with a team of busy professionals. Legal secretarial experience 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 on Monday, March 9, 2020.

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