



**OFFICE OF THE ATTORNEY GENERAL**  
**200 St. Paul Place**  
**Baltimore, Maryland 21202**  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**JOB ANNOUNCEMENT**  
**Office Manager**  
**Maryland Transportation Authority**

**Posting Date:** April 22, 2022

**Closing Date:** May 6, 2022

**Job Title:** Office Manager (Administrative Officer III)

**Position Type:** Regular Full Time

**Location:** **Office of the Attorney General, Maryland Transportation Authority**  
**2310 Broening Highway, Baltimore, Maryland**

**Description:** The Office of the Attorney General is seeking applicants for an Administrator at the Maryland Transportation Authority. The Administrator serves as the office manager responsible for the day-to-day administrative duties of the law office. Duties include but are not limited to handling office fiscal, personnel, technology, and procurement matters; leading support staff; and serving as an executive assistant to Principal Counsel. This position requires flexibility and the ability to effectively shift priorities quickly.

**Experience:** The ideal candidate must possess a bachelor's degree or higher from an accredited four year college or university and three years of administrative or legal work experience. Candidates may substitute additional experience in administrative staff or professional work on a year-for-year basis for required education or substitute additional graduate level education at an accredited college or university at the rate of 30 semester credit hours for each year of the required experience. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included the regular and independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations or analysis of operational programs or procedures with recommendations for improvement on a year to year basis for the required education and experience. Applicant must have strong organizational skills, be detail-oriented and be able to work at a consistently high pace while maintaining a professional demeanor.

**Submission:** Interested persons should submit a resume with cover letter stating salary requirements, all in PDF, to Kimberly A. Millender, Principal Counsel, at [kmillender@mdta.state.md.us](mailto:kmillender@mdta.state.md.us) by close of business on Friday, May 6, 2022.

**The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion, ancestry, national origin, age, marital status, sexual orientation, gender identity, disability, pregnancy, or genetic information. The Office is committed to recruiting, retaining, and promoting a diverse workforce.**