



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

JOB ANNOUNCEMENT
Paralegal II
Department of the Environment

Posting Date: April 25, 2022

Closing Date: May 9, 2022

Job Title: Paralegal II

Position Type: Regular Full Time

Location: Office of the Attorney General, Department of the Environment
1800 Washington Boulevard Baltimore, MD 21230

Description: The Office of the Attorney General, Department of Environment (“Department”) is seeking applicants for a Paralegal II position. The position will provide administrative and legal support to at least seven Assistant Attorneys General. Position responsibilities include typing and reviewing legal documents, pleadings, memoranda, and correspondence; drafting basic pleadings; conducting legal and investigative research; preparing exhibits; communicating with staff, other agencies, and the general public; maintaining office resources; monitoring trial calendars; answering telephones; and any additional duties related to working in a high volume law office.

Experience: The candidate will have graduated from an accredited high school, or possess a high school equivalency certificate, and have a minimum of three years’ experience as a legal assistant or legal secretary performing legal research and preparing legal documents on behalf of an attorney. A college degree in paralegal studies is preferred. Applicants shall have a working knowledge of Microsoft Office or comparable word processing skills, strong organizational and writing skills, detailed-oriented, ability to work at consistently high pace, and knowledge of civil litigation procedures required.

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, May 9, 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.