



Office of the Attorney General
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

REPOST

JOB ANNOUNCEMENT
Assistant Attorney General
Department of General Services

Posting Date: May 26, 2022

Closing Date: June 10, 2022

Job Title: Assistant Attorney General

Position Type: Regular Full Time

Location: Office of the Attorney General, Department of General Services
301 W. Preston St., Suite 1304, Baltimore, Maryland

Description: The Office of the Attorney General, Department of General Services, seeks applicants for a full-time Assistant Attorney General that is responsible for advice and counsel on contract and grant issues and the review of Public Information Act responses. The Department of General Services (DGS) is charged with, among other things, the procurement of equipment, supplies, services, construction, architecture and engineering services, facilities operations and maintenance, information technology, and energy. DGS also supports the Board of Public Works in the administration of capital grant funds. The Assistant Attorney General will primarily provide advice to the DGS Capital Grants Program Office regarding all aspects of its grant administration process including reviewing grant agreements and grant packages for form and legal sufficiency and compliance with the Maryland Consolidated Capital Bond Loan program (MCCBL); and providing advice to the Department on its evaluation of grant packages and grants legislation. This position will also be responsible for the review of Public Information Act responses and subpoena requests.

Experience: The ideal candidate will have excellent writing, communication and organizational skills; a minimum of 3 years of experience in government contracting, negotiation and contract drafting. Previous government/public experience is preferable but not required. Knowledge of or familiarity with the Public Information Act is desired by not essential. A writing sample (an advice letter is an acceptable form of writing sample) must be provided with the resume (no longer than 5 pages) along with 3 professional references. Maryland Bar required.

Submission: Interested persons should submit a resume and writing sample to: Lauri McGuire, Principal Counsel, Department of General Services, 300 West Preston Street, Suite 1304, Baltimore, Maryland 21201 or by email at lauri.mcguire@maryland.gov by the close of business day on Friday, June 10, 2022. **Please write "AAG-Grants" in the subject line of the email.**

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 individuals who have historically been underrepresented in the practice of law.