



**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 Senior Assistant Attorney General that is responsible for advice and counsel on procurement 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 Office of State Procurement regarding all aspects of its procurement of supplies, services, construction, architecture and engineering services, facilities operations and maintenance and information technology; including reviewing contracts and solicitations for legal sufficiency and compliance with the procurement law; advice to the Department on its evaluation of bids and proposals, protests and contract claims. This position will also be responsible for the review of Public Information Act responses and grant reviews.

Experience: The ideal candidate will have excellent writing, communication and organizational skills; a minimum of 5 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 desirable but 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 on Friday, June 10, 2022. **Please write "AAG-Procurement" in the subject 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.