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

JOB ANNOUNCEMENT
Administrative Officer II/ Office Manager
Maryland Lottery and Gaming Control Agency

Posting Date:	September 6, 2019	**Closing Date:**	September 20, 2019
Job Title:	Administrative Officer II/Office Manager	**Position Type:**	Regular Full Time
Location:	Office of the Attorney General, Maryland Lottery and Gaming Control Agency 1800 Washington Boulevard, Baltimore, Maryland		

Description: The Office of the Attorney General is seeking applicants for the position of Administrative Officer II/ Office Manager at the Maryland Lottery and Gaming Control Agency. The position will provide managerial, administrative, and secretarial support for the Principal Counsel, Deputy Counsel, and Assistant Attorneys General.

Responsibilities include typing legal pleadings, motions, memoranda, agreements, and correspondence; monitoring caseloads; maintaining and keeping court calendars and records of information requests; reviewing and updating the Attorney General's Office Civil Appeals Report of status of litigation in the Court of Appeals and Court of Special Appeals; acting as liaison with Lottery and Gaming Control Agency staff; electronic filing of documents with the U.S. District Court, State courts, and the Office of Administrative Hearings through their electronic case management systems; reviewing, organizing and preparing documents for hearings, trials, meetings, and court filings; organizing and maintaining personnel, client and litigation files; preparing regular reports to the Lottery and Gaming Control Commission and the Agency's auditors; preparing expense reports; and requisitioning and maintaining supplies and publications.

Experience: Possession of a bachelor's degree from an accredited four-year college or university. Two years of experience in administrative or professional work. Candidates may substitute additional experience in administrative staff or professional work on a year-for-year basis for the required education. Candidates may 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 regular use of 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-for-year basis for the required education and experience. Applicants must be detail-oriented, highly organized and able to work independently at a consistently high volume. Applicants should be proficient in Microsoft Office and Gmail suites, Adobe Professional, and Westlaw software.

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 September 20, 2019.

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