OFFICE OF THE ATTORNEY GENERAL
200 St. Paul Place
Baltimore, Maryland 21202
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JOB ANNOUNCEMENT

Administrative Officer II
Department of Labor

Posting Date:	August 28, 2019	**Closing Date:**	September 11, 2019
Job Title:	Administrative Officer II	**Position Type:**	Regular Full Time
Location:	Office of the Attorney General, Department of Labor 500 N. Calvert Street, Baltimore, Maryland		

Description: The Office of the Attorney General at the Department of Labor is seeking applicants for an Administrative Officer II. Position responsibilities include but are not limited to providing administrative support to the Deputy Counsel and Deputy Chief of Litigation, and Assistant Attorneys General assigned to represent the Division of Labor and Industry in collecting unpaid wages due to employees whose wages were withheld in violation of the Maryland Wage Payment and Collection law, and with duties associated with violations and enforcement of occupational safety and health laws of the State of Maryland. This position conducts legal research; drafts correspondence, pleadings, and affidavits; assembles supporting documents and exhibits; researches lien and judgment information; reviews summonses; and tracks complaints. This position is also responsible for the management of the Case Tracking System and Public Information Act requests.

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. Candidates should be detail-oriented, have excellent organizational and writing skills, be able to use independent judgment, and have the ability to work at a consistently high pace. Applicants should have experience performing legal research and preparing legal documents, verifying legal citations and references; experience managing case files, schedules, and logs; and familiarity with the Maryland Rules of Procedure, Annotated Code of Maryland. Must have knowledge of Microsoft Office applications and strong word processing skills. Knowledge of Maryland and Federal court rules and procedures preferred.

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 11, 2019.

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