



OFFICE OF THE ATTORNEY GENERAL

200 St. Paul Place

Baltimore, Maryland 21202

www.marylandattorneygeneral.gov

REPOST

JOB ANNOUNCEMENT

Assistant Attorney General

Department of Labor, Licensing and Regulation

Posting Date: June 29, 2017

Closing Date: July 20, 2017

Job Title: Assistant Attorney General

Position Type: Regular Part Time
(67%)

Location: Department of Labor, Licensing and Regulation
500 N. Calvert Street, Baltimore, Maryland

Description: The Office of the Attorney General is seeking applicants for an Assistant Attorney General position at the Department of Labor, Licensing and Regulation to serve as advice counsel to the Division of Unemployment Insurance. This attorney gives advice and interprets State and federal statutes and regulations; monitors changes in federal statutes, regulations, and interpretative memos to ensure State conformity with the federal law; assists in drafting and reviewing intergovernmental agreements, with an emphasis on data-sharing agreements; advises the agency on procurement and contract matters, including review of solicitations and contracts; reviews materials for legal form and sufficiency; drafts regulations and legislation; assists the client in responding to Public Information Act requests; and responds to inquiries from claimants, employers, and other State entities regarding the unemployment insurance program. This attorney also provides advice and representation to the Division on personnel matters (disciplinary, terminations, ADA, EEO, and related matters). This attorney also presents unemployment cases before the Board of Appeals.

Experience: The ideal candidate will have at least five years relevant legal experience. Strong abilities in legal research, writing, and organizational skills are required, as is admission to the Maryland Bar. Clerkships in State or federal court are valuable.

Submission: Interested persons should send a cover letter, resume, and a list of three references via email to susan.cherry@maryland.gov or via regular mail to Susan Cherry, Acting Division Director, Department of Labor, Licensing and Regulation, 500 N. Calvert Street, Suite 406, Baltimore, MD 21202, by the close of business on July 20, 2017. Please put "DUI Advice Counsel" in the subject line.

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