



Office of the Attorney General  
200 St. Paul Place  
Baltimore, Maryland 21202  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**JOB ANNOUNCEMENT**  
**Paralegal II**  
**Correctional Litigation Division**

**Posting Date:** May 7, 2018

**Closing Date:** May 21, 2018

**Job Title:** Paralegal II

**Position Type:** Contractual Full Time

**Location:** Office of the Attorney General, 200 St. Paul Place, Baltimore, Md. 21201

**Description:** The Office of the Attorney General, Correctional Litigation Division, is seeking applicants for a contractual Paralegal II position. The position will provide administrative and litigation support to at least six Assistant Attorneys General. The paralegal will provide litigation and other support to the attorneys, including review, preparation, organization of legal documents, correspondences, affidavits, and exhibits; discovery requests and responses including e-discovery; review documents for privilege and prepare privilege lists; preparation of subpoena and documents for deposition; prepare deposition summaries; prepare subpoenas; coordinate scheduling of witnesses for interviews, depositions, and trial; file pleadings in court including electronic filing, assist attorneys in all phases of hearing and trial preparation; conducting legal and investigative research; draft responses to Public Information Act requests; communicate with staff, other agencies, and the general public; monitoring litigation calendars; answering telephones; back-up for Division secretary; and any additional duties related to working in a high volume law office. Hours: 8:30am to 5pm, some overtime may be required occasionally. Some travel required.

**Experience:** Graduation from an accredited high school or possession of a high school equivalency certificate. Three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney. Preferred candidate will have a four year college degree or an associate degree in paralegal studies. The preferred candidate will also have a minimum of three years experience as a paralegal or legal assistant performing legal research and preparing legal documents on behalf of an attorney. Applicants shall have a working knowledge of Microsoft Office or comparable word processing skills, Google Applications, strong organizational and writing skills, detailed-oriented, ability to work at consistently high pace. Knowledge of civil litigation procedures required. Preferred but not required, familiarity with document management software such as Concordance. Thirty credit hours or a certificate in paralegal studies from an accredited college or university may be substituted for the required experience. Thirty credit hours from an accredited law school may be substituted for the required experience. Additional years of experience as stated above may be substituted on a year-for-year basis for the required education.

**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 May 21, 2018.

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