



## ~Now Hiring: Office of the Attorney General~ Administrative Aide - Securities Division

**Posting Date:** March 22, 2022    **Closing Date:** April 5, 2022

**Job Title:** Administrative Aide    **Position Type:** Regular Full Time

**Location:** Office of the Attorney General, Securities Division 200 St. Paul Place, Baltimore, Maryland

**Description:** The Office of the Attorney General is seeking applicants for a secretarial vacancy in the Securities Division.

The position is an Administrative Aide (Grade 11 - \$35,560 - \$56,949). Position will be secretary to two Assistant Attorneys General and to at least one Broker-Dealer Examiner. Responsibilities will include, but are not limited to the following: typing legal documents, memoranda and correspondence regarding enforcement and registration under the securities laws; preparing exhibits; preparing, typing and e-mailing correspondence at a consistently high volume; processing and maintaining manual and computer registration files for registration assistants, examiners, and Assistant Attorneys General; answering the telephone and responding to basic inquiries; processing of Division mail, including registration applications, fees, and other filings; closing and boxing files in accordance with Division record retention schedule.

**Read more about this position in the full job**

**posting:** <http://www.marylandattorneygeneral.gov/Pages/Employment/supportstaff.aspx>

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.



~Now Hiring: Office of the Attorney General~

## Administrative Officer II - Comptroller of Maryland REPOST

**Posting Date:** March 22, 2022 **Closing Date:** April 5, 2022

**Job Title:** Administrative Officer II **Position Type:** Regular Full Time

**Location:** Office of the Attorney General, Comptroller of Maryland 301 W. Preston Street, Room 401 Baltimore, Maryland 21201

**Description:** The Office of the Attorney General is seeking applicants for the position of Administrative Officer II at the Baltimore Office of the Comptroller of Maryland. 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, briefs, agreements, and correspondence; monitoring caseloads; maintaining and keeping court calendars; 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 the Maryland Tax Court and the Comptroller of Maryland staff; filing electronically documents with the U.S. District Court and state courts through their electronic case management system; reviewing, organizing and preparing documents for hearings, trials, meetings and court filings; organizing and maintaining personnel, client and litigation files electronically and in paper form.

**Read more about this position in the full job**

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~Now Hiring: Office of the Attorney General~

## Assistant Attorney General - Consumer Protection Division

**Posting Date:** March 24, 2022 **Closing Date:** April 11, 2022

**Job Title:** Assistant Attorney General **Position Type:** Regular Full Time

**Location:** Office of the Attorney General, Consumer Protection Division 200 St. Paul Place, Baltimore, Maryland

**Description:** The Office of the Attorney General is seeking candidates for the position of Assistant Attorney General (AAG) for the Consumer Protection Division. The AAG will enforce the Consumer Protection Act and related statutes, including by conducting investigations and litigating enforcement actions involving the marketing and sale of opioids and other complex matters. The position will involve regular litigation in trial and appellate courts and administrative tribunals and the conduct of complex investigations of sales and marketing practices.

**Read more about this position in the full job posting:**

<http://www.marylandattorneygeneral.gov/Pages/Employment/attorneys.aspx>

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## ~Now Hiring: Office of the Attorney General~

### (2) Assistant Attorneys General - Maryland Department of Labor REPOST

**Posting Date:** March 24, 2022 **Closing Date:** April 7, 2022

**Job Title:** (2) Assistant Attorneys General **Position Type:** Regular/Full Time

**Location:** Office of the Attorney General, Maryland Department of Labor 1100 N. Eutaw Street, Baltimore, Maryland

**Description:** The Office of the Attorney General is seeking applicants for (2) two Assistant Attorneys General positions at the Maryland Department of Labor. These are Litigation Counsel positions which involve representation of the Department before the Office of Administrative Hearings and other administrative agencies, and in State and federal courts, including complex litigation. These attorneys will handle cases on behalf of the Occupational and Professional Licensing Boards, the Commissioner of Labor and Industry, the Commissioner of Financial Regulation, and the Division of Workforce Development and Adult Learning, as well as defend the Department and employees in personnel cases and other lawsuits.

**Experience:** The ideal candidates will have at least five years of civil litigation experience and excellent writing and oral advocacy skills. Federal Bar admission and federal court experience is desirable. Maryland Bar required.

**Submission:** Interested persons should send a cover letter, resume, writing sample, and a list of three references, via email to [milena.trust@maryland.gov](mailto:milena.trust@maryland.gov), or via regular mail to Milena Trust, Division Director, Department of Labor, 1100 N. Eutaw Street, Suite 605, Baltimore, MD 21201, by the close of business on Thursday, April 7, 2022. Please put "Litigation Counsel" in the subject line of the email.

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~Now Hiring: Office of the Attorney General~

## Management Associate - Maryland Transit Administration

**Posting Date:** March 23, 2022      **Closing Date:** April 8, 2022

**Job Title:** Management Associate      **Position Type:** Regular Full time

**Location:** Office of the Attorney General, Maryland Transit Administration 6 St. Paul Street, Ste 1200, Baltimore, Maryland 21202

**Description:** The Office of the Attorney General is seeking applicants for a Management Associate position with the Maryland Transit Administration. The position is a Grade 13 (\$40,166 - \$64,782), depending upon experience). A Management Associate supports the Office Manager for the MTA OAG Office and provides programmatic, administrative, and secretarial support for the Principal Counsel, Deputy Counsel and Assistant Attorneys General. Responsibilities include, but are not limited to, maintaining calendars for Office and attorneys; assisting attorneys in preparation of judicial and administrative proceedings; using legal database and spreadsheets that track files and assignments; managing confidential attorney files; following up on the status of client legal requests; monitoring work flows for litigation and transactional matters; interacting with Maryland Transit Administration personnel, counsel, other state and local officials, vendors, and members of the public; proofreading, formatting and typing legal briefs, pleadings, correspondence and other legal documents; and reviewing and organizing litigation and transaction files. This position supports and fills in for the Office Manager and assists in supervising temporary employees, and therefore must be knowledgeable regarding all office systems including payment of invoices and preparing expense approvals, maintenance of supplies and technology, and other daily office tasks.

**Read more about this position in the full job**

**posting:** <http://www.marylandattorneygeneral.gov/Pages/Employment/supportstaff.aspx>

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~Now Hiring: Office of the Attorney General~  
Principal Counsel - Maryland Department of Transportation  
Maryland Port Administration

**Posting Date:** March 24, 2022    **Closing Date:** April 7, 2022

**Job Title:** Principal Counsel    **Position Type:** Regular Full Time

**Location:** Office of the Attorney General, Maryland Port Administration 401 East Pratt Street, Baltimore, Maryland 21202

**Description:** The Office of the Attorney General is seeking applicants for the position of Principal Counsel to the Maryland Port Administration (MPA), a modal administration of the Maryland Department of Transportation (MDOT). MPA is charged with increasing waterborne commerce through the Port of Baltimore. MPA leases land on its marine terminals to entities engaged in maritime commerce. It also contracts for construction and other services needed to operate, maintain, or upgrade its marine terminals and other facilities, and to maintain shipping channels and dispose of dredged material. The Principal Counsel has lead supervisory responsibilities involving office management and oversight of all legal work at MPA. MPA attorneys provide advice and representation on a variety of matters, including landlord-tenant, procurement, construction, real property, environmental, admiralty, Shipping Act, bankruptcy, torts, and personnel matters. The Principal Counsel will confer with the attorneys on the substance and strategy of their work while handling his or her own docket of advice, transactional matters and/or litigation.

**Read more about this position in the full job**

**posting:** <http://www.marylandattorneygeneral.gov/Pages/Employment/attorneys.aspx>

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## ~Now Hiring: Office of the Attorney General~

### Contractual Program Manager II - Civil Rights Division (Hate Crimes) REPOST

**Posting Date:** March 22, 2022    **Closing Date:** April 5, 2022

**Job Title:** Contractual Program Manager II    **Position Type:** Contractual Full Time

**Location:** Office of the Attorney General, Civil Rights Division (Hate Crimes) 200 St. Paul Place, Baltimore, Maryland 21202

**Description:** The Office of the Attorney General is seeking applicants for a contractual Program Manager to assist the Civil Rights Division in managing the Office's Fiscal Year 2021 Collaborative Approaches toward Preventing and Addressing Hate Crime — Demonstration Projects grant from the U.S. Department of Justice Bureau of Justice Assistance. The Program Manager will work with the Grant Administrator and OAG's Director of Administration to process sub-grantee awards, review invoices, track programmatic and fiscal performance, and prepare performance and fiscal reports.

**Read more about this position in the full job**

**posting:** <http://www.marylandattorneygeneral.gov/Pages/Employment/supportstaff.aspx>

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