



~Now Hiring: Office of the Attorney General~

Assistant Attorney General - Maryland Department of Health

Posting Date: April 26, 2022 **Closing Date:** May 10, 2022

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

Location: Office of the Attorney General, Maryland Department of Health 300 W. Preston Street Suite #302
Baltimore, MD 21201

Description: The Office of the Attorney General is seeking applicants to serve as an Assistant Attorney General at the Maryland Department of Health (MDH). The Assistant Attorney General will advise, and represent in administrative and judicial proceedings, a number of entities within MDH, including but not limited to the Behavioral Health Administration (BHA)

Read more about this position in the full job posting:

<http://www.marylandattorneygeneral.gov/Pages/Employment/attorneys.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 III - Contract Litigation Unit

Posting Date: April 21, 2022 **Closing Date:** May 5, 2022

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

Location: Office of the Attorney General, Contract Litigation Unit 200 Saint Paul Place, Baltimore, Maryland 21202

Description: The Office of the Attorney General is seeking applicants for an Administrative Officer vacancy in its Contract Litigation Unit. The position supports Assistant Attorneys General in the preparation of legal documents relating to contract claims and bid protests; establishing and maintaining a manual or computerized document control system for cases involving large numbers of documents; preparing hard copy and electronic hearing exhibits; proofreading and cite checking briefs and memoranda; legal research; preparation of privilege indices; drafting routine correspondence, and other general office tasks as needed.

Read more about this position in the full job

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

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RECRUITMENT



Now Hiring - [Legal Secretary for the Maryland Insurance Administration \(REPOST\)](#)

Posting Date: April 28, 2022 **Closing Date:** May 12, 2022

Job Title: Legal Secretary **Position Type:** Regular Full time

Location: Office of the Attorney General, Maryland Insurance Administration 200 St. Paul Place, Baltimore, MD 21202

Description: The Office of the Attorney General is recruiting for the position of Legal Secretary. This position provides administrative/legal secretarial support to Assistant Attorneys General who provide legal service to the MIA. Responsibilities will include voluminous photocopying, typing, formatting legal pleadings and lengthy briefs for filing with various courts as well as e-filing of legal pleadings. Other duties include proofreading legal documents, composing routine correspondence, preparing exhibits, drafting pleadings, tracking cases, and maintaining legislative working files. The Legal Secretary also provides litigation assistance by organizing and tracking exhibits, compiling, formatting, and indexing documents which will be submitted into evidence during administrative hearings. The position will also be responsible for maintaining current up-to-date hearing schedules for attorneys as well as maintaining up-to-date electronic calendars. The position will also be responsible for ordering office supplies as well as handling closed file database.

The Office of the Attorney General provides legal services to the Maryland Insurance Administration (MIA). The MIA is an independent State agency that regulates Maryland's insurance industry and protects consumers by monitoring and enforcing insurers' and insurance professionals' compliance with State law. Through the diligence of a highly professional staff of market analysts, financial analysts, accountants, lawyers, law enforcement officers, actuaries, complaint investigators, and others, the MIA works to facilitate a strong and competitive insurance marketplace where consumers are well informed and treated fairly. Staff members are subject matter experts who serve as a resource for lawmakers, consumers, and other public and private entities.

The MIA is charged with a broad range of responsibilities including the licensure of insurance carriers and insurance producers (brokers/agents) operating in Maryland, the conduct of financial examinations of companies to monitor financial solvency, and the review and approval of rates and contract forms. The MIA investigates reports of consumer fraud and consumer complaints about life, health, automobile, homeowners, and/or property insurance. Insurance carriers are subject to market conduct examinations and other actions to monitor compliance with Maryland law. The MIA also has a unit dedicated to consumer education and outreach, which participates in hundreds of events and reaches thousands of individual consumers annually.

Read more about this position in the full job

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

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Deputy Counsel for Litigation and Advice - Department of Natural Resources

Posting Date: April 29, 2022 **Closing Date:** May 13, 2022

Job Title: Deputy Counsel for Litigation and Advice **Position Type:** Regular Full Time

Location: Office of the Attorney General, Department of Natural Resources 580 Taylor Avenue, Annapolis, Maryland

Description: The Office of the Attorney General is seeking an attorney to serve as Deputy Counsel for Litigation and Advice to the Maryland Department of Natural Resources (DNR or Department). This position is responsible for managing legal advice to and litigation involving all programs within and associated with the Department, including the Natural Resources Police, Maryland Environmental Trust, the Chesapeake and Atlantic Coastal Bays Critical Area Commission, and the Chesapeake Bay Trust. Supervises the litigation and advice work of assistant attorneys general and support staff. Litigation handled by the unit includes enforcement actions and contested case hearings before the Office of Administrative Hearings, and civil actions in state and federal courts. Litigation subject matters include, among other things, enforcement of natural resources laws related to fisheries and tree expert licensure, defending aquaculture lease decisions, defending DNR's real property interests, tort defense, contracts, and employment actions. The unit's legal advice touches upon all aspects of natural resources law and law of government administration, including employment law, contract and procurement, open government, and legislation and regulation.

Read more about this position in the full job posting:

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

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Paralegal II - Department of the Environment

Posting Date: April 25, 2022 **Closing Date:** May 9, 2022

Job Title: Paralegal II **Position Type:** Regular Full Time

Location: Office of the Attorney General, Department of the Environment 1800 Washington Boulevard Baltimore, MD 21230

Description: The Office of the Attorney General, Department of Environment ("Department") is seeking applicants for a Paralegal II position. The position will provide administrative and legal support to at least seven Assistant Attorneys General. Position responsibilities include typing and reviewing legal documents, pleadings, memoranda, and correspondence; drafting basic pleadings; conducting legal and investigative research; preparing exhibits; communicating with staff, other agencies, and the general public; maintaining office resources; monitoring trial calendars; answering telephones; and any additional duties related to working in a high volume law office.

Read more about this position in the full job

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

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