



~Now Hiring: Office of the Attorney General~
Paralegal II - Comptroller of Maryland

Posting Date: December 20, 2021 **Closing Date:** January 05, 2022

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

Location: Office of the Attorney General, Comptroller of Maryland 80 Calvert Street, Rm. 303, Annapolis, Maryland

Description: The Office of the Attorney General is seeking applicants for a Paralegal position to provide legal support to the attorneys representing the Comptroller of Maryland, the Alcohol and Tobacco Commission, and the Baltimore City Liquor Board. The person hired for the position will work part of the week at 80 Calvert Street in Annapolis and part of the week at 301 West Preston Street in Baltimore. The position primarily supports eight attorneys who represent the Comptroller before administrative agencies and state and federal courts. The job responsibilities include reviewing, tracking, and organizing case and court documents; and gathering, organizing, and tracking discovery produced by this office and managing and organizing discovery produced to this office; conducting legal and factual research; summarizing legal research and the contents of documents reviewed; formatting, proofreading and cite checking pleadings, memoranda, and briefs; and helping to catalogue and organize case files and court decisions electronically.

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.