



OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF HUMAN SERVICES
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT
Assistant Attorney General VIII (Child Support Attorney)
Department of Human Services

Posting Date: July 3, 2024

Closing Date: July 24, 2024

Job Title: Assistant Attorney General VIII
Lead Supervising Assistant Attorney General

Position Type: Regular Full-Time

Salary: \$109,247 - \$176,552. The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

Location: Office of the Attorney General, Department of Human Services
Baltimore City Office of Child Support Services
217 E. Redwood Street, Suite 1150, Baltimore, Maryland 21202

Telework: A hybrid remote telework and in-office schedule option is available per applicable policies and procedures

DESCRIPTION: The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the State's legal business, acting as legal advisors and representatives of the major agencies, various boards, commissions, officials, and institutions of State Government. The OAG also protects the public by civil enforcement of antitrust, civil rights, consumer protection, and securities laws and regulations and by the prosecution of organized crime, Medicaid fraud, environmental crimes, insurance fraud, state tax evasion, and other statutorily assigned matters. As Maryland's 47th Attorney General, Anthony G. Brown leads the Office with a critical focus on equity, justice, and fairness.

The OAG is seeking applicants for a Lead Supervising Assistant Attorney General to represent the Baltimore City Office of Child Support Services. The Lead Supervising Attorney is responsible for the direct supervision of three supervising attorneys and an Office Manager, in addition to indirectly supervising Office's eight nonsupervisory attorneys and five additional support staff. The Lead Supervising Attorney is charged with ensuring that adequate legal resources are available to handle the various court dockets that are regularly heard in the Circuit Court for Baltimore City, while other resources are devoted to providing legal advice and assistance to child support staff. The Lead Supervising Attorney also coordinates with representatives from the Child Support Administration,

judges and magistrates from Circuit Court, clerk's office and law enforcement personnel, and other interested stakeholders to ensure that child support matters are litigated in a timely fashion as required by state and federal law. The Lead Supervising Attorney performs various administrative functions that are required for state employees, including monitoring and approving leave requests and timesheets, and conducting periodic performance reviews of the other attorneys and staff in the office. Finally, the Lead Supervising Attorney provides general advice and counsel and may be required to represent the local office of child support in state court litigation involving the establishment of paternity and child support orders, modification of child support orders, and judicial enforcement of child support orders.

EXPERIENCE: Maryland Bar membership, or the ability to immediately waive in, and at least five years of experience practicing before the bar is required. The ideal candidate for this position would also have at least two years of supervisory or management experience. Family law experience and proficiency with the Maryland Electronic Courts (MDEC) system is helpful, but not required. Applicants must possess excellent oral and written advocacy skills.

SUBMISSION: Interested persons should submit the following documents in pdf format: (1) a resume; (2) one writing sample; and (3) a list of three references. Submissions should be emailed to Jennifer Caffrey, Chief Supervising Attorney for Child Support, at Jennifer.Caffrey1@maryland.gov, by the close of business on Wednesday, July 24, 2024. **Please write "City Lead Supervising Attorney Vacancy" in the subject line.**

EMPLOYMENT BENEFITS: The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan. The State also offers a free mass transit benefit for local bus and express bus services.

EQUAL OPPORTUNITY EMPLOYER: The OAG is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING: The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.