



**OFFICE OF THE ATTORNEY GENERAL  
200 St. Paul Place  
Baltimore, Maryland 21202  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)**

**JOB ANNOUNCEMENT  
Paralegal II  
Maryland Department of Health**

**Posting Date:** July 9, 2024 **Closing Date:** July 24, 2024

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

**Salary:** \$47,536 - \$75,820. The salary range is based on a multitude of factors, including applicable personnel rules, regulations, and guidelines.

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

**Telework Status:** 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 Office of the Attorney General is seeking applicants for a Paralegal II position for the Maryland Department of Health (MDH). This position will provide paralegal and administrative support to several attorneys, specifically the Assistant Attorneys General representing MDH. Job responsibilities include: drafting of correspondence and pleadings, organization, and preparation of documents for discovery, assistance in all aspects of litigation preparation, research, and general administrative support.

**EDUCATION/EXPERIENCE:**

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney.

Notes: 1. Thirty credit hours or a certificate in paralegal studies from an accredited college or university may be substituted for the required experience.

2. Thirty credit hours from an accredited law school may be substituted for the required experience.

3. Additional years of experience as stated above may be substituted on a year-for-year basis for the required education.

4. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in paralegal specialist classifications or paralegal specialist specialty codes in the legal and kindred field of work on a year-for-year basis for the required experience.

Applicants shall have a working knowledge of Microsoft Office 365 programs, Google Workspace applications, Adobe Acrobat and MDEC. Westlaw and the ability to perform legal research is a plus. In addition, applicants should have the ability to work at a consistently high volume; have strong organization and writing skills and be detailed-oriented. Knowledge of civil litigation and administrative appeals procedures is preferred.

**SUBMISSION:** Interested persons should submit a resume, on-line application, and supplemental questionnaire through the Department of Budget and Management, at [Maryland State Online Employment Center](#) by July 24, 2024.

**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.