



**OFFICE OF THE ATTORNEY GENERAL**  
**200 St. Paul Place**  
**Baltimore, Maryland 21202**  
**www.oag.state.md.us**

**JOB ANNOUNCEMENT**  
**ADMINISTRATOR**  
**HOME BUILDER REGISTRATION UNIT**  
**CONSUMER PROTECTION DIVISION**

**Posting Date:** October 29, 2015                      **Closing Date** November 12, 2015  
**Job Title:** Administrator                              **Position Type:** Regular Full Time  
**Location:** Consumer Protection Division, 200 St. Paul Place, Baltimore, Maryland

**Description:** The Consumer Protection Division, Office of the Attorney General, is seeking an administrator for its Home Builder Registration Unit. This position will assist in the management of a state-wide registration program by overseeing the compliance of home builders with the Maryland Home Builder Registration Act. Responsibilities include day to day management of a caseload and database, review of registration applications, responding to business and consumer inquiries, assisting with investigations and other duties as necessary to assist the Division.

**Experience:** Minimum requirements: Bachelor's degree from an accredited four-year college or university. Four years' experience in administrative or professional work. One year of this experience must have involved either supervision of other employees or responsibility for program development. (Pertinent volunteer and/or part-time experience is acceptable. Applicants may substitute graduate education for the required general experience at the rate of one year of education to one year of experience, for up to three years of the required general experience. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to four years of the required education). Candidates must have strong communication, analytical, computer and organizational skills. Knowledge of investigative techniques and experience in the new home construction industry preferred but not required.

**Submission:** Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <http://www.jobaps.com/MD/> by the close of business Thursday, November 12, 2015.

**The Maryland Office of the Attorney General is an equal opportunity employer, committed to diversity in the workplace.**