



**OFFICE OF THE ATTORNEY GENERAL**  
**200 St. Paul Place**  
**Baltimore, Maryland 21202**  
**[www.oag.state.md.us](http://www.oag.state.md.us)**

**Job Announcement**  
**Administrative Aide**  
**Maryland Transportation Authority**

**Posting Date:** January 10, 2017

**Closing Date:** January 24, 2017

**Job Title:** Administrative Aide

**Position Type:** Regular Full Time

**Location:** Maryland Transportation Authority, 2310 Broening Highway, Baltimore, Maryland

**Description:** The Office of the Attorney General is seeking applicants for an Administrative Aide at the Maryland Transportation Authority. This position serves as the Administrative Assistant to the Principal Counsel and Deputy Counsel, as well as five other Assistant Attorneys General and two Staff Attorneys in the Office of the Attorney General (“OAG”) for the Maryland Transportation Authority (“MDTA”) providing administrative, secretarial, and legal support to the Office. This position provides assistance with legal documents and receives minimal supervision when dealing with regulations, laws, court correspondence, and legislative bills. Duties of this position are complex and confidential, and require both legal secretarial and administrative service.

**Experience:** The ideal candidate will have graduated from an accredited high school or have possession of a high school equivalency certificate; four years of experience performing secretarial work involving typing legal documents (thirty credit hours with a major in secretarial science or office technology from an accredited college may be substituted at the rate of thirty credits for one year of experience for up to two years of the required experience); experience maintaining case files, schedules and logs, prepares reports, surveys, and summaries of complex documents; prepares legal, general, and confidential correspondence; drafts legal documents, pleadings, contracts, briefs, motions, deeds, and other materials at the direction of the attorneys; maintains the law library and other legal resources of the Office; organizes and maintains manual and electronic documents, books, databases, files and records; maintains and organizes case files and records; handles confidential personnel files; screens client and citizen calls and requests for information; manages calendars, appointments, and schedules; coordinates meetings, programs, or events; and assists with training and travel arrangements. Assists in the preparation of monthly package of materials for transmittal to MDTA Authority Board in a timely fashion. Files pleadings with courts and administrative agencies.

**Submission:** Interested persons should submit a resume with a cover letter stating salary requirements, all in PDF, to Yolanda Colkley at [jobs@oag.state.md.us](mailto:jobs@oag.state.md.us) by close of business on January 24, 2017. Please write “Administrative Aide MDTA” in the subject line.

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