



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

**JOB ANNOUNCEMENT**  
**Paralegal II**  
**Department of Housing and Community Development**

**Posting Date:** October 12, 2017                      **Closing Date:** October 26, 2017  
**Job Title:** Paralegal II    **Position Type:** Regular Full Time  
**Location:** Department of Housing and Community Development  
7800 Harkins Road, Lanham, Maryland

**Description:** The Office of the Attorney General is seeking applicants for a Paralegal II at the Maryland Department of Housing and Community Development located in Lanham, MD. Position responsibilities primarily will include personnel and procurement matters, Public Information Act requests, commercial lending and real estate transactions. Responsibilities will include but not be limited to: litigation matters, legal research, drafting loan and grant documents, tracking the progress of a variety of matters, document and scheduling management, closing binder preparation and general office support. This is a permanent position with benefits.

**Experience:** The ideal candidate will have graduated from an accredited high school, or possess a high school equivalency certificate, and have a minimum of three years' experience as a legal assistant or legal secretary drafting and reviewing legal documents on behalf of an attorney. Thirty college credit hours or a certificate in paralegal studies from an accredited college or law school may be substituted for the required experience. Applicants shall have a working knowledge of Microsoft Office or comparable word processing skills, organizational skills, and ability to consistently produce a high volume of work.

**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 October 26, 2017.

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