



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

JOB ANNOUNCEMENT
Paralegal II
Maryland State Department of Education

Posting Date: September 22, 2016

Closing Date: October 11, 2016

Job Title: Paralegal II

Position Type: Regular Full Time

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

Description: The Maryland State Department of Education, Office of the Attorney General, is seeking applicants for a Paralegal II. The position is located at 200 Saint Paul Place, Baltimore, Maryland 21202.

Position conducts legal research (Westlaw, internet, COMAR, Annotated Code, CFR, Library of Congress Legislative Information, and US Patent and Trademark,) and interprets and analyzes law sources to properly prepare legal documents, *i.e.* briefs, pleadings, bill review, regulations, contracts, and applications. Gathers background information and investigates (witnesses) facts and applicable law to prepare cases. Files pleadings in various courts. Prepares and issues subpoenas for witnesses for case testimony. Reviews, input and maintains database of tort, contract, and class action constitutional cases and administrative appeals (personnel matters in the areas of certification, special education, and adult education). Is responsible for a high volume of word processing for finalizing motions, briefs, and drafting correspondence for all litigation matters. Develops and maintains a central filing system for all information/correspondence, documents and legal case files in order to ensure accurate placement and retrieval of correspondence using established office filing procedures. Reviews and processes all litigation and general correspondence. Maintains and monitors hearings calendar for AAGs. Schedules moot courts for appellate cases. Prepares litigation files, trial notebooks, and exhibits for trials.

Experience: The ideal candidate will be a graduate from an accredited high school or possess a high school equivalency certificate. Must have at least three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney. (Thirty credit hours or a certificate in paralegal studies from an accredited college or university may be substituted for the required experience or thirty credit hours from an accredited law school may be substituted for the required experience.) Applicants shall have working knowledge of Microsoft Word or comparable word processing skills and ability to work at a consistently high volume.

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 11, 2016.

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