



OFFICE OF THE ATTORNEY GENERAL
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT
Administrative Aide
Consumer Protection Division
Health Education and Advocacy Unit

Posting Date: May 1, 2024

Closing Date: May 15, 2024

Job Title: Administrative Aide

Position Type: Full-Time Regular

Salary: \$41,890 - \$69,036 The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

Location: 200 Saint Paul Place Baltimore, MD 21202

Telework: 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 an Administrative Aide to assist in the administration of the Health Education and Advocacy Unit in the Consumer Protection Division.

If you're passionate about being part of a mission-driven team, detail oriented, with excellent written and verbal communication skills, and are comfortable using a client management database, you can help us make a difference in the lives and health of Marylanders!

Responsibilities and duties include:

- Intake of written, oral, and electronic correspondence.
- Scan communications into the unit's database.
- Data entry of all forms of consumer contact.
- Oral and written communication with consumers, healthcare providers insurers, and others.
- Close case files.
- Assist with office reception duties.
- Provide administrative support to the unit's directors, staff and volunteers.
- Assist with Public Information Act responses.
- Assist with the day-to-day activities of the unit.
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EXPERIENCE:

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

Experience: Four years of administrative experience.

Notes: The following may be substituted for the minimum qualifications:

1. An Associate degree with at least two years of administrative experience
2. A Bachelor's degree from an accredited university with volunteer or work experience in an office setting

Strong interpersonal and organizational skills and proficiency using MS Office Suite. Experience using a database program, preferably a customer management database program and experience in a health insurance or medical practice setting is preferred.

SUBMISSION: Interested persons should electronically submit an application and supplemental questionnaire through the Department of Budget and Management, [Maryland State Online Employment Center](#), by close of business May 15, 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.