

- Organize and prepare documents for discovery including drafting subpoenas and organizing discovery materials, including exhibit preparation.
- Conduct legal research and assist with litigation preparation and hearings.
- Collaborate closely with board staff to coordinate case transfers and manage case dockets.
- Perform additional office tasks as needed to ensure efficient case management.

EDUCATION/EXPERIENCE:

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

Experience: Three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney.

Notes:

1. Thirty credit hours or a certificate in paralegal studies from an accredited college or university may be substituted for the required experience.
2. Thirty credit hours from an accredited law school may be substituted for the required experience.
3. Additional years of experience as stated above may be substituted on a year-for-year basis for the required education.
4. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in paralegal specialist classifications or paralegal specialist specialty codes in the legal and kindred field of work on a year-for-year basis for the required experience.

Preferred Qualifications: Applicants shall have a strong working knowledge of Microsoft Office Suite programs as well as Google Workspace applications. In addition, applicants should have the ability to work at a consistently high volume; have strong organization and writing skills and be detailed-oriented. Knowledge of civil litigation and administrative procedures is preferred. The ideal candidate will be highly organized, proactive, and able to manage multiple tasks in a legal environment. If you are looking for an opportunity to contribute to important public service work and to champion patient safety, we encourage you to apply.

SUBMISSION: Interested applicants should submit an online application, resume, and supplemental questionnaire through the [Maryland State Online Employment Center](#), by February 24, 2025.

EMPLOYMENT BENEFITS: The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; and paid time off (PTO). 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.