



**OFFICE OF THE ATTORNEY GENERAL**

**200 St. Paul Place**

**Baltimore, Maryland 21202**

[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**JOB ANNOUNCEMENT**

**Assistant Attorney General VI**

**Maryland Department of Emergency Management**

**Posting Date:** April 19, 2024

**Closing Date:** May 6, 2024

**Job Title:** Assistant Attorney General VI

**Position Type:** Contractual Full-Time

**Salary:** \$89,727 - \$150,415. The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

**Location:** Office of the Attorney General, Maryland Department of Emergency Management  
7229 Parkway Drive, Hanover, MD 21076

**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, Maryland Department of Emergency Management (MDEM), is seeking applicants for a full-time contractual Assistant Attorney General to represent MDEM and the Maryland 9-1-1 Board. Responsibilities involve providing advice and counsel on a wide range of transactional activities, including, but not limited to: advising on 9-1-1 Board-related legal matters, reviewing and negotiating agreements with governmental agencies and other entities, reviewing proposed legislation and regulations, advising on real estate matters and procurement activities, providing advice and representation on HR/EEO issues, and performing other duties as assigned. The position will also assist the Principal Counsel with providing general advice and counsel to MDEM and the 9-1-1 Board on a wide variety of subjects, including the Maryland Public Information Act, the Maryland Open Meetings Act, and State and federal laws relating to emergency management, 9-1-1 services, and HR/EEO matters.

**EXPERIENCE:** The ideal candidate will have a minimum of five (5) years of transactional and legal experience. Experience in one or more of the following areas is desirable: contracting, State or federal grants and loans, State procurement, regulatory, government real estate matters, title agreements, Maryland Public Information Act, Maryland Open Meetings Act, HR/EEO, and legislative matters. Experience with emergency management or 9-1-1 is helpful but not required. Admission to the Maryland Bar or availability to waive into the bar is required. Applicants must have excellent written and verbal communication skills, and strong organizational, management, and interpersonal skills.

**SUBMISSION:** Interested persons should send a cover letter, resume, writing sample, and list of three references via email to [Josh.Friedman@maryland.gov](mailto:Josh.Friedman@maryland.gov), Principal Counsel, by the close of business on Monday, May 6, 2024. **Please write "AAG-MDEM – [Your Name]" - in the subject line of the email.**

**EMPLOYMENT BENEFITS:** Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program, have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Leave may be granted to a contractual employee who has worked 120 days in a 12-month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

**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.