



OFFICE OF THE ATTORNEY GENERAL

200 St. Paul Place

Baltimore, Maryland 21202

www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT

Pro Bono and Professional Development Coordinator

(Administrative Officer II)

Professional and Organizational Development Division

Posting Date: April 21, 2025

Closing Date: May 5, 2025

Job Title: Administrative Officer II

Position Type: Contractual Full-Time

Salary: This position offers a salary range of **\$25.80/hour - \$37.48/hour with potential for advancement up to \$41.39/hour** based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$37.48.

Location: Office of the Attorney General
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 a legal assistant to support our Professional and Organizational Development Division and OAG's Pro Bono Committee. The incumbent will play a key role in two areas:

Provide assistance to the Professional and Organizational Development Division (POD) by:

- Organizing logistics and day-of support for POD training and provide follow-up as needed.
- Drafting and sending emails regarding upcoming professional development opportunities.
- Maintaining the POD program calendar including a roster of external programs.
- Maintaining user accounts and course records on the OAG Learning Management System.
- Responding to staff inquiries regarding the OAG Learning Management System and Mandatory Continuing Education Policy.
- Maintaining user accounts with the OAG's learning partner organizations.

- Collaborating with the State Law Library, and local law school libraries to access materials not available online or in the OAG's hard copy resources.
- Working with the Budget and Fiscal Services Division, maintains hard copies of legal research resources at the central office.
- Providing executive assistance to the Director and Associate Director of Professional and Organizational Development by serving as a communication link between the OAG's Executive Team, legal divisions, and operational teams including IT and HR.

Coordinate OAG's Pro Bono program by:

- Working with Pro Bono Committee leadership to maintain OAG's Pro Bono tracking system.
- Liaise with public interest pro bono coordinators to staff cases, track pro bono cases placed with OAG pro bono attorneys, and provide status updates.
- Coordinating with the Pro Bono Committee to evaluate pro bono cases for potential placement with OAG from public interest partner organizations, assign cases internally, and monitor the progress of those cases.
- Soliciting volunteer attorneys and determining capacity to place cases; and
- Drafting communications regarding pro bono opportunities and assist with pro bono clinic logistics including, but not limited to, communicating with Pro Bono attorney volunteers about day-of-clinic logistics.

EXPERIENCE:

Education: An associate's degree in jurisprudence, legal studies or paralegal studies.

Experience: Minimum of 2 years of experience in a law firm, legal organization, or case management. Candidates must be proficient in using Microsoft Office suite.

Preferred Qualifications: The ideal candidate will have experience with event planning and legal research.

SUBMISSION: Interested applicants should submit an online application, resume, and supplemental questionnaire through the [Online Employment Center](#), by May 5, 2025.

EMPLOYMENT BENEFITS FOR CONTRACTUAL POSITIONS: 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.