



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

JOB ANNOUNCEMENT
Assistant Attorney General VI
Courts and Judicial Affairs Unit

Posting Date: April 22, 2024

Closing Date: May 13, 2024

Job Title: Assistant Attorney General VI

Position Type: Regular 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, Courts and Judicial Affairs Division,
200 St. Paul Place, Baltimore, Maryland

Telework: A hybrid telework (three days per week) and in-office schedule (two days per week) 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 OAG is seeking applicants for the position of Assistant Attorney General in the Courts and Judicial Affairs Division. The Assistant Attorney General will primarily provide advice to the 24 elected Clerks of the Circuit Court and their respective offices' departments including but not limited to land records (including the taxation and recording of real estate transactions (both residential and commercial)), civil, criminal, marriage licensing, and business licensing. This position will provide advice and representation on other issues, including but not limited to administering oaths of office, judicial records access requests, sovereign citizens, and procurement activities. A minimum of quarterly training presentations provided to the 24 elected Clerks of the Circuit Court and their respective offices' departments is expected annually.

The Court and Judicial Affairs Division generally provides legal services including representation and advice to the entire Judicial Branch of State government and two executive agencies: the Maryland Tax Court and the Office of Administrative Hearings. Courts and related entities within the Judicial Branch employ approximately 4,500 employees. Attorneys for the Division litigate and give advice on procurement, intergovernmental agreements, court procedures, compliance, public information, administrative, tort issues, probate, land records, taxation, and employment and personnel matters. The Division advises and represents in litigation all state judges, the Supreme Court of Maryland, the Appellate Court of Maryland, the 24 Circuit Courts and the District Court of Maryland, as well as court supporting agencies including the Administrative Office of the Courts, the 24 elected Registers of Wills, and the 21 Orphans' Courts and elected judges, and their respective staff. This position may generally provide advice and representation to the Division's other clients, as needed.

EXPERIENCE: The ideal candidate will have at least four years of substantive real estate legal experience (both residential and commercial), including but not limited to, knowledge of land records and recording, commercial and residential real estate transactions, real property taxation and related tax and property law, government procedures, the Maryland Rules, and familiarity with title companies as well as court operations and procedures and Maryland Electronic Courts (MDEC). A minimal level of substantive civil litigation experience is also ideal. Employment, civil rights, and tort litigation experience would be a plus, but is not a requirement. The ideal candidate should also demonstrate superior writing and research skills, and excellent organizational and problem-solving skills. A demonstrated ability to manage important client relationships and knowledge of procurement, regulatory procedures, and governmental records would enhance the application. Maryland Bar membership, or the ability to waive into the Bar, is required.

SUBMISSION: Interested persons should electronically submit a resume, writing sample, and list of three references, all in PDF, to Kevin Cox at kcox@oag.state.md.us by Monday, May 13, 2024. **Please write "Assistant Attorney General – Clerks Counsel" in the subject line of the email.**

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.