



OFFICE OF THE ATTORNEY GENERAL

200 St. Paul Place

Baltimore, Maryland 21202

www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT

Administration Manager

(Administrative Officer II)

Department of Budget and Management

Posting Date: April 22, 2025

Closing Date: May 6, 2025

Job Title: Administration Manager

Position Type: Regular Full Time

Salary: This position offers a salary range of **\$53,808 - \$78,181, with potential for advancement up to \$86,322** based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$78,181.

Location: Department of Budget and Management
300 W. Preston St., Baltimore, MD 21201

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, Department of Budget and Management (OAG/DBM) is seeking candidates for the position of Administration Manager. The Administration Manager provides managerial and administrative support for the Office. OAG/DBM consists of 12 Assistant Attorneys General and 10 administrative staff. OAG/DBM represents the Department in matters including the State operating and

capital budget, personnel, employee benefits, minority business, and State debt collection by the State Central Collection Unit.

The Administration Manager provides support to eight Assistant Attorneys General in high-volume, fast paced litigation involving the State Central Collection Unit. The Administration Manager provides supervision, training, and support to the four Administrative Aides in maintaining, organizing, and processing court mail, case files, court documents, e-filing matters, phone calls, and email messages. The Administration Manager interacts with various State agencies and court offices, attorneys, and personnel; schedules and attends department meetings; keeps records; and makes travel arrangements as needed. The Administration Manager also participates in interviews for support staff vacancies as requested; reviews, reconciles, and facilitates payment of vendor invoices; and generally, assists with the Unit's collection practice.

EXPERIENCE:

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

Experience: Five years in an administrative role or professional work with experience performing administrative tasks and managing office operations, at least two of which should be in a legal or court office. Candidates should have at least two years of supervisory experience.

Candidates must have experience using Microsoft Office Suite programs, Google Workspace, and Adobe Pro applications. In addition, candidates should have strong communication, problem solving, and interpersonal skills and the ability to provide consistent work at a high volume with limited instruction.

Notes:

- Candidates may substitute a certificate in paralegal studies from an accredited college or university for two years of the required experience.
- Candidates may substitute a bachelor's degree from an accredited college or university for three years of required experience.

Preferred Qualifications:

- Bachelor's Degree
- Knowledge of civil litigation processes
- Experience as a law office manager, paralegal/legal assistant, or legal secretary performing legal research or preparing legal documents on behalf of an attorney.

SUBMISSION: Interested persons should submit an on-line application, resume, and supplemental questionnaire through the [Online Employment Center](#) by May 6, 2025.

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.