



OFFICE OF THE ATTORNEY GENERAL

200 St. Paul Place

Baltimore, Maryland 21202

www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT

Litigation Assistant (2)

Tort Litigation Unit

Civil Litigation Division

Posting Date: June 24, 2025

Closing Date: July 8, 2025

Job Title: **Litigation Assistant**
(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 over time based on longevity and increased responsibilities. Initial salary offers are determined by qualifications, experience, equity, and available budget, and will not exceed \$37.48/hour.

Location: Office of the Attorney General, Tort Litigation Unit, Civil Litigation Division, 200 St. 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 OAG Civil Litigation Division defends the State and its employees in both state and federal courts in the most significant civil cases the State confronts, while also taking strategic legal action on behalf of the State. Beyond litigation, the Civil Litigation Division also serves as a trusted resource – offering legal guidance, coordination, and support to other divisions within the OAG. The Civil Litigation Division

consists of approximately 30 attorneys across several units, including the Federal Accountability Unit, the Contract Litigation Unit, the Tort Litigation Unit, and the Correctional Litigation Unit.

OAG is seeking two Litigation Assistants to join its newly established Tort Litigation Unit within the Civil Litigation Division. The Tort Litigation Unit defends tort actions brought against the State, its agencies, and State personnel. The team defends automobile negligence, premises liability, other tort matters, and constitutional claims under the Maryland Tort Claims Act, 42 U.S.C. § 1983, and other state and federal laws. The unit consists of a Unit Chief, Deputy Unit Chief, and seven Assistant Attorney Generals. Attorneys on the team appear in all state and federal courts in the State of Maryland.

The Litigation Assistants will support our attorneys in all phases of tort and personal injury defense litigation. Duties will include assisting with investigation, case management, taking and defending depositions, handling written discoveries, drafting briefs, and representing the State in court for motions, hearings, and trials.

Key Responsibilities:

- Draft and prepare legal documents including pleadings, discovery requests and responses, motions, and correspondence
- Organize and maintain case files and litigation databases
- Assist with discovery management, including document collection, review, and production
- Summarize depositions, medical records, and other case documentation
- Conduct factual research and preliminary legal research
- Prepare materials for depositions, mediations, settlement conferences, and trials
- Communicate with clients, opposing counsel, insurance adjusters, and court personnel
- Schedule depositions, meetings, and maintain attorney calendars
- Assist with trial preparation and attend trials when necessary

In addition, the person selected for this position will be expected to help implement workflow procedures, including recommending new procedures, technology or filing systems where appropriate, and assisting in other daily operations of the unit.

EDUCATION/EXPERIENCE:

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

Experience: Two years of administrative/professional experience organizing and maintaining litigation files, including pleadings, discovery materials, schedules, and tracking logs. Ideal candidates will be highly organized, capable of prioritizing multiple tasks, and demonstrate initiative in identifying and solving problems as they arise. Strong interpersonal skills are essential, along with the ability to produce consistent, high-quality work in a fast-paced, high-volume environment. This position also requires sound independent judgment and the ability to perform duties with limited supervision. Candidates must be independently proficient with Microsoft applications including but not limited to Word, Excel, Outlook, Teams, and related MS365 applications/functions.

Preferred Qualifications:

- Bachelor's degree from an accredited four-year college or university.

- Five years of experience as a paralegal or legal assistant, preferably in tort or personal injury defense to include legal research and preparing legal documents, verifying legal citations, and references.
- Knowledge of Maryland and Federal court rules and procedures.
- Experience with MDEC and PACER filings.
- Experience with medical record review and summarization.

Notes:

1. Candidates may substitute 30 credit hours from an accredited college or university for one year of the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from a college or university for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included regular use of independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required experience.

SUBMISSION: Interested applicants should submit an online application, resume, and supplemental questionnaire through the [Online Employment Center](#), by July 8, 2025. Applicants who are subsequently invited for an interview may also be asked for a writing sample.

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.