



OFFICE OF THE ATTORNEY GENERAL

**200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov**

**JOB ANNOUNCEMENT - REPOST
Paralegal II (Contractual)
Department of Service and Civic Innovation**

Posting Date: May 7, 2024

Closing Date: May 22, 2024

Job Title: Paralegal II

Type: Contractual Full Time

Salary: \$21.29 - \$33.83 hourly rate. The hourly range is based on a multitude of factors, including applicable personnel rules, regulations, and guidelines.

Location: 45 Calvert Street, Annapolis, Maryland 21401

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 applicants for a Paralegal position that will support the Maryland Department of Service and Civic Innovation (DSCI). In January 2023, DSCI was created first by the Governor (Executive Order 01.01.2023.02). In April 2023, the General Assembly established DSCI by statute ([Chapter 99, Acts of 2023](#)). The purpose of DSCI is to promote service and volunteerism in the State by partnering with the federal government, local governments, and nongovernmental entities to create opportunities and strengthen communities. DSCI coordinates and oversees the activities of the Service Year Option/Maryland Corps Programs, the Governor's Commission on Service and Volunteerism, and other volunteer programs recommended or designated by the Governor or otherwise established by law.

The incumbent will provide DSCI's Principal Counsel with paralegal and administrative support in the following areas: grants, contract management; administrative and civil litigation matters; Public Information Act requests; Open Meetings Act compliance; personnel matters; laws governing grant, service, and volunteer programs (state and federal - AmeriCorps); relevant legislation; and procurement laws.

EDUCATION/EXPERIENCE:

Education: Graduated from an accredited high school, or a high school equivalency certificate.

Experience: A minimum of two years' experience performing legal research and drafting and reviewing legal documents on behalf of an attorney. Thirty credit hours or a certificate in paralegal studies from an accredited college or university or law school may be substituted for the required experience. Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 semester credit hours for each year of the required experience. Working knowledge of Microsoft Office and Google Suite applications, Westlaw, internet legal research, and Maryland law are preferred.

SUBMISSION: Interested persons should submit their resume to: Carmina Perez-Fowler, Principal Counsel, Department of Service and Civic Innovation, by email to carmina.perezfowler@maryland.gov by the close of business on May 22, 2024. Please write "Paralegal - DSCI" 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.