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

JOB ANNOUNCEMENT

Administrative Officer III
State Highway Administration

Posting Date: October 18, 2018 **Closing Date:** October 31, 2018

Job Title: Administrative Officer III **Position Type:** Regular Full Time

Location: Office of the Attorney General, State Highway Administration
707 N. Calvert Street, Baltimore, Maryland

Description: The Office of the Attorney General (OAG) is seeking applicants for an Administrative Officer to assist in the administration of its office located at the State Highway Administration (SHA). This position provides executive secretarial support to the Principal Counsel for the SHA and works in conjunction with Principal Counsel and Deputy Counsel to ensure compliance with SHA and OAG policies and procedures and implements any policy changes. This position coordinates all personnel and administrative functions with the OAG personnel within SHA (19 Assistant Attorneys General).

Experience: The ideal candidate must possess a bachelor's degree or higher from an accredited four year college or university and three years of experience in administrative or legal secretary work. Candidates may substitute additional experience in administrative staff or professional work on a year-for-year basis for required education or 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. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included the regular and 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 to year basis for the required education and experience. Strong interpersonal, writing, and organizational skills required.

Submission: Interested persons should submit a resume with cover letter stating salary requirements, all in PDF, to Linda DeVuono, Principal Counsel, at ldevuono@sha.state.md.us by the close of business on Wednesday, October 31, 2018. Please write "Administrative Officer MPA" in the subject line.

The Maryland Office of the Attorney General is an equal opportunity employer, committed to diversity in the workplace.