



Office of the State's Attorney for Baltimore City

Conviction Integrity Unit Administrative Assistant (Contractual)

The Office of the State's Attorney is seeking to fill the position for its Conviction Integrity Unit.

The Administrative Assistant position assists with all aspects of processing expungements including picking up expungements each day from the courthouse, preparing expungement responses for ASA review, interfacing with the Baltimore Police Department and the Clerk's Office regarding cases, preparing expungement docket paperwork, and assisting ASAs with filings and docket management.

The Administrative Assistant will assist with all aspects of processing and managing Maryland Public Information Act requests including preparing responses, managing intake, redacting files and related tasks in preparation for review by ASA.

This part-time position will be located at 120 East Baltimore Street.

Qualifications:

Applicants must possess a college or associate's degree. Paralegal coursework is a plus. Applicant should be motivated, possess excellent oral and written communication skills, be highly organized and be able to meet deadlines. Applicants must be proficient in Microsoft Outlook, Excel, and Word. The candidate must be tech capable and have the ability to learn and use various computer and technological applications proficiently.

To Apply:

All interested persons should email resume and cover letter to resume@stattdorney.org by the close of business Monday, May 8, 2017. Please use "Administrative Assistant – CIU" as the subject reference of your email.

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.