



Office of the State's Attorney for Baltimore City Paralegal – Charging Division

The Office of the State's Attorney is seeking a Paralegal for the Charging Division for a twelve hour, night-time shift three days per week. This position requires working holidays and weekends throughout the year. The days and hours are subject to change with notice, pursuant to the needs of the office.

This position is located at the Central Booking Intake Facility at 300 East Madison St., Baltimore, Md. This position is an at-will position and is not subject to civil service rules. Position duties include but are not limited to the following: reviewing criminal histories, parole and probation records, National Crime Information Center reports, checking Judicial Information System and Criminal Judicial Information System for open warrants and pending cases; notifying appropriate parties of open warrants; entering data into appropriate databases; assisting charging attorneys with preparing charging documents; assessing violent repeat offender status.

Qualifications

An Associate's degree in Paralegal Studies from an accredited college or university is preferred. Three years of experience performing paralegal work in the criminal justice field may be substituted for the education requirement.

Drug and alcohol testing and criminal background check required before employment.

Compensation

The salary for this position is \$45,755 per year. This position includes paid time off and Baltimore City health benefits.

Application

All interested persons should email resume and cover letter to resume@stattorney.org. Documents must be in pdf or word format. Letters may be addressed to Hiring Director. Please include "Paralegal - Charging" in subject reference. Consideration of resumes will begin on December 12, 2017 but position remains open until filled.

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