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

Job Announcement
Division Director
Maryland Department of Labor

Posting Date: December 2, 2022
Closing Date: December 19, 2022

Job Title: Division Director
Position Type: Regular Full Time

Location: Office of the Attorney General, Maryland Department of Labor
1100 N. Eutaw Street, Suite 605 Baltimore, MD 21201

Description: The Office of the Attorney General seeks an attorney to serve as Division Director for the Department of Labor (“DLR”). The Division Director is the primary legal advisor to the Secretary of DLR and to all units of the Department. The Division Director supervises the work of approximately 35 Assistant Attorneys General and support staff. The legal work of the Office includes providing legal advice on all aspects of DLR’s regulatory responsibilities across seven divisions of the Department; interpreting relevant State and federal laws and regulations; assisting the client in drafting and analyzing legislation and regulations; reviewing for legal sufficiency and accuracy of proposed legislation and regulations; and representing DLR in administrative and civil litigation.

Responsibilities also include advising DLR on procurement and personnel matters; reviewing and approving procurement documents, including Requests for Proposal, contracts, and grants; and representing the agency in personnel actions.

Experience: Ideal candidate would have at least seven years legal experience. Supervisory experience is desirable. Substantive knowledge related to administrative law is preferred. Excellent writing skills and Maryland Bar required.

Submission: Submit resumes to: Carolyn Quattrocki, Deputy Attorney General, 200 St. Paul Place, Baltimore, MD 21202 or email Carol Scheiber at escheiber@oag.state.md.us by close of business on Monday, December 19, 2022. Please put “Division Director- MDL” in the subject line.

The Maryland Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion, ancestry, national origin, age, marital status, sexual orientation, gender identity, disability, pregnancy, or genetic information. The Office is committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law.