



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

RECRUITMENT AND EXAMINATION ANNOUNCEMENT

- TITLE:** Paralegal II (0885) CD
(Current vacancy at the Maryland Board of Nursing, Baltimore, MD)
- SALARY:** \$31,610 - \$49,299 (Grade 12)
- CLOSING DATE:** February 22, 2010
- DESCRIPTION:** This position is responsible for providing complex and comprehensive assistance to the Assistant Attorney General VI for the Maryland Board of Nursing limited to, additional investigation and preparation of cases for hearing before the Board.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Graduation from an accredited high school or possession of a high school equivalency certificate.
- EXPERIENCE:** Three years of experience as a legal assistant or legal secretary performing legal research or preparing legal documents on behalf of an attorney.
- NOTES:**
1. Applicants may substitute one year of education or a certificate in paralegal studies from an accredited college or university for the required experience.
 2. Applicants may substitute one year of education from an accredited law school for the required experience.
 3. Applicants may substitute additional years of experience as stated above on a year for year basis for the required education.

LICENSES, REGISTRATIONS AND CERTIFICATES: Employees in this classification may be assigned duties that require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

PLEASE NOTE: This is a **position specific** recruitment. The resulting eligibility list will be used to staff this position or function only. Interested persons need to re-apply for any future recruitment for this classification. Applicants certified to this list will remain eligible only for this particular position for a period of one year.

An Equal Opportunity Employer

Appropriate accommodations for individuals with disabilities are available upon request by calling:
410-767-1251 or MD TTY Relay service 1-800-735-2258

APPLY TO: DHMH, Office of Human Resources' Recruitment & Selection Division, P.O. Box 22330, Baltimore, MD 21203-4330. Submit a Maryland State Application - Form MS-100 - **PLEASE NOTE:** Most of our recruitments are an evaluation and rating of an applicant's training and education submitted on the MS-100 and therefore, may not require a written test. For recorded job information, call: 410-767-6018. **Web address:** www.dhmh.state.md.us/testing/serv/index.html