

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Policy Analysis**

INTERNAL RECRUITMENT NOTICE

Position: Legislative Secretary/Administrative Support (Legislative Assistant I)
Regular, Full-Time

Salary: \$33,500 - \$44,000, commensurate with experience

Principal Duties:

Provide administrative and secretarial support to the Office of Policy Analysis. The incumbent is responsible for editing, formatting, proofreading and printing correspondence, reports, and workgroup assignments. Duties also include committee and task force responsibilities – including meeting setup and cleanup, the processing of legislative requests, and assisting with the fiscal and policy note process.

Qualifications:

- Two years of general clerical or administrative support experience
- College background preferred
- Advanced skills in Microsoft Word, Excel and Power Point. GIS experience preferred.
- Ability to set priorities, plan, and organize
- Ability to perform accurate work in a timely manner and coordinate multiple tasks and projects
- Available to work overtime (evenings and weekends) as required to meet legislative deadlines

SEND RESUME AND LETTER OF INTEREST BY September 13, 2019 TO:

Human Resources Office, **Code 14/19I**

Department of Legislative Services

Room 311, 90 State Circle

Annapolis, MD 21401-1991

Fax: 410 946-5140 or 301 970-5140

e-mail: jobs@mlis.state.md.us Website: <http://dls.maryland.gov/>

Code #14/19I is required

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation or legislative policy.