

**MARYLAND GENERAL ASSEMBLY**  
**Department of Legislative Services**

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**2022 LEGISLATIVE SESSION RECRUITMENT NOTICE**  
**(All positions are contractual and run from January to April)**

The Department of Legislative Services is now accepting resumes for the following positions:

- Administrative Support/Office Assistant
- Courier
- Document Processing

Qualifications vary with each position, but may include knowledge of office practices, procedures, and equipment; accurate typing, spelling and grammar skills; excellent communication skills with demonstrated customer services experience; and ability to perform multiple tasks in a fast-paced environment. Availability for overtime and shift work as required to meet legislative deadlines.

**E-mail resume with a cover letter to: [jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us)**

**Code 14/21 (Required on all Resumes)**

*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.*

11/8/2021