

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

RECRUITMENT NOTICE

Position: Legislative Secretary/Administrative Support (Legislative Assistant I)

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

Principal Duties:

A Legislative Assistant in the Budget function provides administrative support to the staff who evaluate the operating and capital budgets of State agencies. Duties involve providing administrative and secretarial support to the Office of Policy Analysis. The incumbent is responsible for editing, formatting, proofreading, and distributing correspondence, reports, and workgroup assignments.

Qualifications:

- Two years of general clerical or administrative support experience
- College background preferred
- Proficient in Microsoft Suite; advanced Excel formatting skills
- Strong knowledge of grammar
- Ability to set priorities, plan, and organize
- Demonstrate strong communication and problem-solving skills
- Ability to perform accurate work in a timely manner and coordinate multiple tasks and projects in a fast-paced environment
- Ability to work independently, in teams, and sometimes under extreme time pressures
- Availability for extended work hours, including late night and weekend work, during the 90-day legislative session (January-April). Standard office hours during the legislative interim (May-December).
- Ability to lift up to 50 pounds

Work Environment: Employees of the Department of Legislative Services function on a nonpartisan basis and by law may not engage in partisan political activity at any time at the federal, state, or local level. The department offers a diverse and collegial environment for persons motivated to provide nonpartisan support to Maryland's legislative and policymaking process. Information about the department's employee benefits may be found at <http://dls.maryland.gov/careers/employment-benefits>.

Email resume with a cover letter to jobs@mlis.state.md.us. State relevant experience, reasons for interest in the position, and availability to begin work.

Code # 12/21 (Required on all Resumes)

Note: An exercise assessing basic skills is part of the interview process.

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.