

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES**

**RECRUITMENT NOTICE**

**Position:** HR Assistant (Legislative Associate I)  
Human Resources (HR)  
Office of Operations and Support Services (OOSS)

**Salary:** \$55,500 - \$70,000 based on experience and qualifications.

**Application Deadline:** April 3<sup>rd</sup>, 2026

**Team Member Benefits:** [Click Here to Learn More](#)

**Principal Duties:**

Process personnel and payroll transactions; conducts new employee orientation including employee benefits; performs administrative and clerical personnel work; maintain personnel records; greet and assist customers; answer and forward incoming calls; prepare correspondence and reports; assist with recruitment, including reporting; interpret and apply HR related laws, regulations, and policies; and provide support for HR projects.

**Qualifications:**

- Bachelor's Degree from an accredited college or university
- Minimum two (2) years of HR administrative experience
- PHR/SPHR preferred
- Strong communication and customer service skills, exceptional attentive to detail in composing, typing, and proofing materials, and competent with numbers
- Strong organizational skills with ability to utilize time effectively, meet deadlines, and manage multiple priorities
- Ability to work independently and exercise a high level of skill and judgment and successfully function in a team environment
- Ability to maintain the highest level of confidentiality
- General knowledge of federal and state employment laws and practices
- Proficiency with Microsoft Office Suite, including Teams; and familiarity with HRIS systems
- Availability to work overtime hours and holidays to meet legislative schedules

**Location:** This is an in-person position with a schedule of 8:00 AM to 5:00 PM in Annapolis, Maryland.

**To Apply:**

**Email Resume** to [jobs@mga.maryland.gov](mailto:jobs@mga.maryland.gov) and include code 01-26.

*The Department of Legislative Services is an equal employment opportunity employer and does not discriminate based on race, religion, color, sex, gender identity or expression, sexual orientation, age disability, national origin, veteran status, or any other basis covered by appropriate law, regulation, or legislative policy. Research suggests that qualified women, Black Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.*

*If you have Equal Employment Opportunity Questions or a Reasonable Accommodation, please contact [humanresources@mga.maryland.gov](mailto:humanresources@mga.maryland.gov)*