

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES  
RECRUITMENT NOTICE**

**Position:** Facilities Clerk  
Administration

Office of Operations and Support Services (OOSS)

**Salary:** \$55,500 - \$79,500 commensurate with experience and responsibilities.

**Application Deadline:** June 10, 2026

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

**Principal Duties:**

- Answer incoming calls from members and staff regarding routine building maintenance, pest control, equipment repairs/relocations, and room or event setup/breakdown
- Prepare and submit facilities-related work orders in DGS' eMaint system (or other applicable methods) for management review and approval, including:
  - Leaks, housekeeping, and pest control needs
  - Plumbing, HVAC, electrical, and structural issues
  - DOC work crew requests
  - Contractor access to secure locations
  - Carpet and floor tile cleaning arrangements
  - Building key acquisition
  - Before/after-hours contractor coordination
  - Nameplate creation for members, staff, and pages
  - Snow removal at off-site storage locations
- Perform light data entry to maintain electronic databases and applications, including:
  - MVA fleet drivers' license flagging system
  - Facilities Unit daily activity calendar
  - Scheduled building maintenance status log
- Move furniture, boxes, chamber chairs, surplus property, prior-year accounting records, and other items to/from temporary storage or within the Legislative Complex in support of carpet cleaning projects and special events (setup/breakdown); may include loading, driving, and unloading a rental truck for off-site storage transport
- Other duties as required, including:
  - Accompanying vendors as needed
  - Assisting with periodic fixed asset inventory verification (physical counts)
  - Making minor furniture and equipment repairs
  - Supporting inventory clerk with receiving and tagging new equipment or furniture
  - Maintaining and stocking on-site gyms and coffee areas
  - Guiding DOC work crews and approving related time accountability reports

**Qualifications:**

- High school diploma or GED equivalent
- Possession of a valid driver's license

**To Apply:**

**Email Resume and Cover Letter to [jobs@mga.maryland.gov](mailto:jobs@mga.maryland.gov) and include code 05-26.** The cover letter should state the reasons for interest in the position, any relevant experience, preference for assignment, and availability to begin work.

*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.*