

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

Position Title: Contractual Legislative Assistant (October – April)

Department: Office of Policy Analysis (OPA)

Salary: \$19.00/hour

Application Deadline: August 22, 2025

Start Date: October 8, 2025

Position Overview:

The Department of Legislative Services is seeking Legislative Assistants to provide nonpartisan administrative support to the Fiscal and Policy Notes, Legislation, and Budget functional areas within the Office of Policy Analysis (OPA) during the Maryland General Assembly's 2026 legislative session. This is a contractual position running from October through April.

Key Responsibilities:

Legislation Function:

- Greet visitors and answer phones
- Track legislative activity and enter legislative requests
- Format amendments and distribute printed materials throughout the legislative complex

Fiscal and Policy Notes / Budget Functions:

- Answer phones and provide general administrative support
- Edit, proofread, and format documents including correspondence, reports, and workgroup assignments
- Assist with the distribution of work products to staff and members

Minimum Qualifications: *(Qualifications vary by function)*

- Strong customer service and verbal/written communication skills
- Excellent grammar and attention to detail
- Ability to handle confidential information with discretion
- Proficiency with Microsoft Word, Excel, and Adobe Acrobat Pro
- Strong organizational and time-management skills
- Comfortable learning and using new computer systems
- Ability to multitask and meet tight deadlines in a fast-paced environment
- Capable of working independently and collaboratively, including under pressure
- Willingness to work extended hours, including nights and weekends, during the 90-day legislative session (January–April); standard hours during the interim
- Ability to lift items up to 50 pounds

Proofreader – Fiscal and Policy Notes

- Proofread fiscal and policy notes for grammar, spelling, punctuation, and department style
- Review documents for clarity, consistency, and formatting accuracy
- Work closely with policy analysts and support staff to ensure timely delivery of finalized documents
- Assist with quality control processes to maintain high editorial standards
- Manage multiple assignments simultaneously under tight deadlines

Proofreader Minimum Qualifications:

- Exceptional grammar, spelling, and editing skills
- Strong attention to detail and accuracy
- Ability to follow and apply department-specific style guidelines
- Proficiency in Microsoft Word, Excel, and Adobe Acrobat Pro
- Strong organizational and time-management skills
- Ability to work effectively in a fast-paced, team-oriented environment
- Willingness to work extended hours, including nights and weekends, during the 90-day legislative session (January–April)

To Apply:

Please email a resume and cover letter to: jobs@mga.maryland.gov and include code 06-25. In your cover letter, please describe:

- Your interest in the position
- Relevant experience
- Availability to begin work
- Preferred functional area (if any)

Note: Candidates selected for interviews will be required to complete a basic skills assessment.