

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

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

Salary: \$63,000 - \$75,000 based on experience and qualifications.

Application Deadline: July 31, 2024

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

Principal Duties:

Perform administrative and clerical personnel work; provide employees with orientation and assistance regarding general rules and policies, including employee benefits; assist with the administrative aspects of candidate recruitment, including reporting; maintain personnel records; process personnel and payroll action forms; greet and assist customers; answer and forward incoming calls; prepare correspondence and reports; 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 to meet legislative schedules

To Apply:

- **Email Resume** to jobs@mlis.state.md.us and include code 06-24.

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@mlis.state.md.us or Brooke.Connolly@mlis.state.md.us