

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

Position: Administrative Assistant
Library and Information Services
Office of Policy Analysis

Salary: \$63,000 - \$91,000

Application Deadline: June 29, 2026

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

Principal Duties:

- maintains strong word processing skills and of Microsoft Access, Microsoft Excel, and other emerging, relevant software applications to produce library-assigned publications, such as the Brief Roster and List of Committees; MGA Telephone Directory, Legislative Handbook; Meals and Receptions; and certified correspondence.
- as a publisher for the DLS website, maintaining Library and Information Services content pages and updating information when needed;
- keeps accurate records of leave and absence information of library personnel in the library and OPA calendars;
- collects, safeguards, and periodically forwards fees for photocopying together with reports detailing collection and accounting for checks and funds collected, as well as preparing invoices for copies sent via mail or email;
- keeps track of supplies and orders necessary supplies, as well as submits special orders as needed by library staff;
- formats and edits complex and detailed correspondence, analyses, tables, and reports;
- keeps current with style formats, document printing requirements, and related software and technologies necessary to maintain uniformity among legislative documents;
- performs basic legislative history requests and related correspondence with patrons as assigned;
- creates library signage and works with Graphics and Printing as needed to create specialized signage;
- creates and maintains various tracking systems to collect library and legislatively related data; and
- works together with the Publications Editor to provide backup on the hearing schedule and related timely MGA website content.
- Ability to evaluate AI solutions for business process improvement and automation.

Qualifications

- College degree, or equivalent experience in secretarial or administrative support
- Excellent verbal and written communication skills; ability to sustain and create relationships with legislative stakeholders
- Must have the ability to work independently, in teams, and can prioritize work to meet multiple deadlines.
- Must have a high level of interpersonal skills, flexibility, and adaptability to serve legislators, legislative staff, and the public in a fast-paced, deadline-driven environment.
- Must have sensitivity to the political environment and the information needs of all users.
- Must have a willingness to adapt to and learn new technological applications as needed.
- Must have the availability to work extended hours as needed during the 90-day legislative session from January to April.
- Knowledge and familiarity with the Maryland legislature and the legislative process preferred.

To Apply: Email Resume and Cover Letter to jobs@mga.maryland.gov and include code 07-26. The cover letter should state the reasons for interest in the position, any relevant experience, 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.