

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

Position: Legislative Editor I
Office of Policy Analysis

Salary: \$50,000 (entry-level)

Application Deadline: October 17, 2025

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

Principal Duties: Legislative editors work on a nonpartisan basis and perform the following tasks:

- Proofread and edit text, online, electronically, and on hard copy.
- Research, review, edit, and proofread legislation, amendments to legislation, journals, and post session publications.
- Work compatibly in physically close, paired work arrangements in which reading aloud is the required work process.
- Perform detailed work accurately, use time efficiently, and work well under pressure and rigid deadlines.
- Required completion of assignments in the Annapolis office, as well as remotely when allowable.

Qualifications:

- Degree preferred; however, an equivalent combination of education, training, and work experience will be considered.
- Excellent writing and verbal communication skills.
- Strong reading comprehension and in-depth knowledge of grammar, punctuation, spelling, and word usage.
- Competency with standard computer software, including Microsoft Word.
- Ability to work in teams, independently, and sometimes under extreme time pressure.
- Availability for extended work hours, including evening and weekend work, during the legislative session (January-April). More schedule flexibility is available during the legislative interim (May-December), particularly in the spring and summer months.

To Apply:

Email Resume and Cover Letter to jobs@mga.maryland.gov and include code 08-25. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

An exercise assessing basic editing and proofreading skills is part of the interview process.

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.

Website: <https://dls.maryland.gov/home/>

September 18, 2025