

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position: Information Desk, Legislative Associate I, Office of Policy Analysis

Salary: \$43,000 to \$60,500, depending on experience and qualifications

Application Deadline: Open Until Filled

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

Principal Duties:

- Provides information to and answers questions from members and the general public concerning the General Assembly, the legislative process, bill status, and State government in person, over the phone, and through other communication channels.
- Advises the public on how to use the General Assembly website to obtain various types of information.
- Directs reference and research questions to legislative librarians or other departmental staff.
- Demonstrates a high level of diplomacy, sound judgment, and discretion.
- Maintains accurate detailed records of legislative, departmental, and other documents and publications.
- Produces, monitors, and maintains printed and electronic files of legislative, departmental, and other documents and publications.
- Collects and files, either in print or electronically, various legislative documents (committee votes, floor votes, amendments, and bills) and publications, and makes them available to the public via print or electronic distribution.
- Clips newspaper articles and assists in the preparation of the *Maryland Clipper*, the news clipping service of the Maryland General Assembly.
- Manages and fills requests for ADA interpreters for committee and other legislative meetings.

Qualifications:

- High school diploma, college preferred.
- Excellent verbal and written communication skills.
- 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 the availability to work extended hours as needed, including some weekends, during the 90-day legislative session.

To Apply:

Email Resume and Cover Letter to jobs@mlis.state.md.us and include code 10-22.

The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

Website: <http://mgaleg.maryland.gov>

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.

April 19, 2022