

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

**Position(s):** Contractual Legislative Assistant, (October – April)  
Office of Policy Analysis (OPA)

**Salary:** \$19.00/hour

**Application Deadline:** September 13, 2024

**Principal Duties:** We are recruiting for Legislative Assistants to provide administrative support on a nonpartisan basis in the Fiscal and Policy Notes, Legislation, and Budget functional areas of OPA, as well as with the Senate Executive Nominations Committee. Duties in the Legislation function include tracking legislation, entering legislative requests, formatting amendments, and distributing hard copy materials within the legislative complex. In the Fiscal and Policy Notes and Budget functions, duties include editing, formatting, proofreading, and distributing correspondence, reports, and workgroup assignments.

The position with the Senate Executive Nominations Committee assists OPA committee staff on matters relating to the confirmation process of executive, judicial, and other appointments to Maryland's boards and commissions. Duties include greeting visitors; answering phones; preparing and distributing meeting notices, agendas, and other materials; communicating with legislators, nominees, and the Governor's Appointments Office; maintaining committee files; and providing general administrative support as needed.

**Qualifications (vary by function):**

- Excellent customer service and communication skills, including strong grammar
- Ability to maintain confidentiality and handle sensitive information with discretion
- Proficiency with standard computer software, including Adobe Pro, Word, and Excel
- Exceptional organizational skills with ability to accurately track information in a tracking system
- Ability to quickly adapt to new and internal computer systems
- Ability to set priorities, plan, and organize
- Ability to perform accurate work in a timely manner and coordinate multiple tasks and projects in a fast-paced environment
- Ability to work independently, in teams, and sometimes under extreme time pressures
- Availability for extended work hours, including late night and weekend work, during the 90-day legislative session (January-April). Standard office hours during the legislative interim (May- December).
- Ability to lift things up to 50 pounds

**To Apply:**

Email Resume and Cover Letter to [jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us) and include code **10-24**. The cover letter should state the reasons for interest in the position, any relevant experience, preference for assignment, and availability to begin work.

**NOTE:** An exercise assessing basic skills is part of the interview process.

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](mailto:humanresources@mlis.state.md.us) or [Brooke.Connolly@mlis.state.md.us](mailto:Brooke.Connolly@mlis.state.md.us)