

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

Position: Contractual Legislative Associate (Information Desk)
Library and Information Services
Office of Policy Analysis (OPA)

Salary: \$18.00/hour

Application Deadline: August 17, 2026

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

Principal Duties:

- provides information to and answers questions from members, staff, and the public concerning the General Assembly, the legislative process, bill status, and State government in person, over the phone, and through other communication channels.
- teaches the public how to use the General Assembly website to obtain various types of information.
- refers 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 make them available to the public via print or electronic distribution.

Qualifications:

- High school diploma, college preferred
- 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 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.
- Proficiency/fluency in Spanish preferred, but not required, for this position.

To Apply: Email Resume and Cover Letter to jobs@mga.maryland.gov and include code 11-26. 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>

July 20, 2026

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.