

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

Position(s): Contractual Legislative Assistant, (October – April)
Information Desk and Visitor’s Program
Office of Policy Analysis (OPA)

Salary: \$18.00/hour

Application Deadline: October 21, 2024

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 makes them available to the public via print or electronic distribution.
- Guides educational in-person and virtual tours of the Maryland State House and the legislative complex to a variety of groups, from elementary school students through adults as needed.

Qualifications (vary by function):

- 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.

To Apply:

Email Resume and Cover Letter to jobs@mlis.state.md.us and include code 15-24. The cover letter should state the reasons for interest in the position, any relevant experience, preference for assignment, and availability to begin work.

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 or Brooke.Connolly@mlis.state.md.us