

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

Position Title: Legislative Assistant I

Department: Office of Policy Analysis (OPA)

Salary: \$44,000-62,000 based on experience and qualifications

Application Deadline: September 14, 2026

Position Overview:

The Department of Legislative Services is seeking Legislative Assistants to provide nonpartisan administrative support within the Office of Policy Analysis (OPA)

Key Responsibilities:

- Greet visitors and answer phones
- Track legislative activity and enter legislative requests
- Proofread and format documents and distribute printed materials throughout the legislative complex
- Assist with the distribution of work products to staff and members

Minimum Qualifications:

- Two years of legislative administrative support experience preferred
- Strong customer service and verbal/written communication skills
- Excellent grammar and attention to detail
- Ability to handle confidential information with discretion
- Proficiency with Microsoft Word, Excel, and Adobe Acrobat Pro
- Strong organizational and time-management skills
- Comfortable learning and using new computer systems
- Ability to multitask and meet tight deadlines in a fast-paced environment
- Capable of working independently and collaboratively, including under pressure
- Willingness to work extended hours, including nights and weekends, during the 90-day legislative session (January–April); standard hours during the interim
- Ability to lift items up to 50 pounds

To Apply:

Please email a resume and cover letter to: jobs@mga.maryland.gov and include Code 16-26 in the subject line. In your cover letter, please describe: your interest in the position, relevant experience, preferred functional area (if any), and availability to begin work.

Note: Candidates selected for interviews will be required to complete a basic skills assessment.