

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position(s): Policy Analyst – Legislation/Committee Staffing
Office of Policy Analysis

Salary: \$70,000 negotiable based on experience and qualifications.

Application Deadline: Open Until Filled

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

Principal Duties:

- Draft bills and amendments; staff committees and local legislative delegations; research, analyze, and revise legislation and statutory law; and analyze proposed regulations.
- Present findings and recommendations to legislators, committees, task forces, and others in formal and informal settings.
- Research legal and policy issues and develop expertise in specific policy areas (e.g. environment, transportation, public safety).
- Respond to legislative requests.

Qualifications:

- A law degree and a demonstrated interest in providing public policy or legal analysis on a non-partisan basis.
- Excellent writing and verbal communication skills.
- Strong analytical abilities, including basic mathematical and financial concepts.
- Competency with standard computer programs, including word processing, presentation, and spreadsheet software.
- Ability to work independently, in teams, and sometimes under extreme time pressures.
- Availability for extended work hours, including evening and weekend work, during the legislative session (January-April). More schedule flexibility is available during the legislative interim (May-December), particularly in the spring and summer months.

To Apply:

Email Resume and Cover Letter stating relevant experience and reasons for interest in the position to jobs@mlis.state.md.us and include code 19-22.

NOTE: An exercise assessing writing and basic mathematical/analytical skills is part of the interview process.

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