

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

**Position:** Administrative Assistant  
Office of Legislative Audits (OLA)  
Located at The Warehouse at Camden Yards

**Salary:** \$40,000 - \$55,000 - based on experience and qualifications

**Team Member Benefits:** [Click Here for More Information](#)

**Position Summary:** This is a support staff position within the Quality Assurance and Professional Development Division reporting to the Administrative Supervisor and is responsible for providing quality services to support the Office's administrative operations and professional development activities.

**Principal Duties:**

- Perform various administrative duties such as maintaining numerous electronic records and filing systems on the OLA servers; handling various requests from OLA's on-site and off-site employees; processing employee name and address changes; coordinating employee IDs and business cards; arranging parking access for OLA staff and visitors; greeting visitors; distributing incoming mail; and answering the phone, directing calls, and providing external callers with limited, general information about the office.
- Coordinate hotel arrangements for staff members on overnight travel.
- Assist with purchases, membership renewals, subscription renewals, and other items as needed. Assist with processing invoices and employee expense reports to facilitate timely and accurate payment of OLA expenditures. Maintain related records and reconcile as needed.
- Record training and performance evaluation data in various OLA databases. Create documents and reports for management. Maintain meticulous records and provide timely and accurate information for management decision-making.
- Assist with in-house and outside training activities for the audit and support staff. Process training registrations and fees, record and monitor training expenditures, assist with facility and refreshment arrangements, print and assemble training materials, track attendance, and obtain training evaluation feedback.
- Track and monitor staff compliance with continuing professional education requirements and maintain related support documentation.
- Work within time constraints and meet deadlines.
- Assist with critical, time-sensitive administrative functions, including assisting with facility operations, maintenance of office common areas, and employee timesheet processing as needed.
- Operate and maintain various types of office equipment (such as photocopier/scanner, computer, printer, shredder, and postage machine).
- Maintain a professional image and conduct oneself in a manner which fosters a cooperative relationship with other office staff as well as outside contacts.
- Maintain one's work area and work products in a neat and organized manner.
- Perform other assigned or required office duties that are reasonable within the scope of the duties described above.
- Work primarily at the OLA Office following an assigned schedule. Remote work from home is also permitted as scheduled.

**Qualifications:**

- Excellent organizational, communication, and interpersonal skills
- Ability to independently manage multiple tasks with a high level of accuracy and attention to detail
- Proficient using Outlook, Word, Excel, and Adobe software
- High school diploma or equivalent
- Ability to lift, unpack, and move boxes weighing up to 35 pounds
- 2+ years of experience performing administrative duties, preferred

**Send resume and letter of interest to:**

Office of Legislative Audits

Email: [jobs@ola.state.md.us](mailto:jobs@ola.state.md.us)

Indicate applying for **Administrative Assistant** position

Selected applicants will be invited for an administrative skills test.