

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position(s): Legislative Assistant, Budget Function (Legislative Assistant I)
Office of Policy Analysis

Salary: \$40,000 - \$55,000, commensurate with experience

Application Deadline: Open Until Filled

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

Principal Duties:

A Legislative Assistant in the Budget function provides administrative support to the staff who evaluate the operating and capital budgets of State agencies. Duties involve providing administrative and secretarial support to the Office of Policy Analysis. Duties include editing, formatting, proofreading, and distributing correspondence, reports, and workgroup assignments.

Qualifications:

- Two years of general clerical or administrative support experience
- Proficient in Microsoft Suite; advanced Excel formatting skills
- Effective communication skills, including strong grammar
- Ability to set priorities, plan, and organize
- Ability to perform accurate work in a timely manner and coordinate multiple tasks and projects in a fast-paced environment
- Ability to work independently, in teams, and sometimes under extreme time pressures
- Availability for extended work hours, including late night and weekend work, during the 90-day legislative session (January-April). Standard office hours during the legislative interim (May-December).
- Ability to lift things up to 50 pounds

Work Environment: Employees of the Department of Legislative Services function on a nonpartisan basis and by law may not engage in partisan political activity at any time at the federal, state, or local level. The department offers a diverse and collegial environment for persons motivated to provide nonpartisan support to Maryland's legislative and policymaking process.

To Apply:

Email Resume and Cover Letter to jobs@mlis.state.md.us and include code 20-22. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

NOTE: An exercise assessing basic skills is part of the interview process.

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.