

**NOW HIRING!**  
**DEPARTMENT OF LEGISLATIVE SERVICES**  
**2025 SESSION SUPPORT RECRUITMENT NOTICE**

The Department of Legislative Services (DLS) provides nonpartisan staff support to the Maryland General Assembly (MGA).

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**DLS AVAILABLE POSITIONS:**

**OFFICE ASSISTANT - \$17.68 PER HOUR**

*Responsible for formatting and printing correspondence, reports, workgroup assignments, state regulations, and analyses. Assist with tracking legislation, answering phones, copying, filing, and delivering bills and other legislative documents. Proficient in Microsoft Word and general office practices; able to thrive in a busy, multi-person office environment. Available to work long hours with little advance notice, including weekends.*

**DISTRIBUTION CLERK – \$17.68 PER HOUR**

*Deliver bills and miscellaneous legislative documents. Possess basic knowledge of computers and applications. Capable of lifting packages weighing ten pounds or more.*

**RECEPTIONIST - \$17.50 PER HOUR**

*Greet and assist customers, answer and forward incoming calls, respond to requests for personnel information, assist in recruitment efforts, make photocopies, scan documents, and perform assigned clerical duties. Strong ability to provide excellent customer service in a timely and friendly manner; effective organizational skills to manage time, meet deadlines, and handle multiple priorities; exceptional problem-solving and communication skills; maintain the highest level of confidentiality; ability to work successfully in a team environment; familiarity with standard computer programs; willingness to work overtime to meet legislative schedules; prior experience in a Human Resources environment is desirable.*

*The Maryland General Assembly and the Department of Legislative Services are 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.*

**SCAN HERE TO APPLY**

