

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position(s): Contractual Legislative Editor, Editing and Bill Processing
Full-time January – April, Part-time remainder of year
Office of Policy Analysis

Salary: \$21.00/hour

Application Deadline: August 26, 2022

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

Principal Duties:

- Proofread and edit, electronically or on hard copy as required, all versions of legislative bills and amendments, budget documents, journals of legislative proceedings, indexes of new laws, and other legislative documents
- Employ research skills to ensure accuracy of text of bills, legislative publications, and database of the Maryland Annotated Code

Qualifications:

- Bachelor's degree preferred; equivalent training and experience will be considered
- Skill in proofreading and editing text that demonstrates strong reading comprehension and in-depth knowledge of grammar, punctuation, spelling, and word usage
- Ability to concentrate and apply attention to detail under frequent extreme time pressures
- Ability to adapt to a unique work operation that requires legislative editors to work predominantly in assigned pairs
- Competency with Microsoft Word and familiarity with other standard computer programs
- Skill in carrying out research, principally through use of online and electronic sources
- Ability to communicate effectively and professionally, in writing and orally
- Availability for extended and variable work hours, including evenings and weekends, during the legislative session (January–April)
- Capability to telework when assignments or conditions warrant

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 **22-22**. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

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.