

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES**

**RECRUITMENT NOTICE**

**Position:** Recycle Clerk, Facilities  
Office of Operations and Support Services  
Department of Legislative Services  
Maryland General Assembly

**Salary:** \$31,200 – \$39,000

**Application Deadline:** May 31, 2024

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

**Position Summary:**

This position entails the sorting and collection of recyclables within the legislative complex to include State House, Senate and House buildings, the Department of Legislative Services, and the Shaw House. Work is performed under immediate supervision by the Facilities Manager.

**Principal Duties:**

- Picks up and empties recyclable material bins from legislative offices and transports to a central location
- Sorts recyclables for vendor pickup
- Performs other related duties as assigned

**Qualifications:**

- Ability to lift 45 pounds and push carts with recyclable materials
- Flexibility to adjust to changing work demands
- Ability to interact politely with legislators and staff
- Adherence to safety rules and procedures
- Availability for overtime and/or shift work to meet deadlines on short notice

**To Apply:**

**Email Resume and Cover Letter** to [jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us) and include code 07-24. 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 does not discriminate based on race, religion, color, sex, gender identity or expression, sexual orientation, age disability, national origin, veteran status, or any other basis covered by appropriate law, regulation, or legislative policy. Research suggests that qualified women, Black Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.*

*If you have Equal Employment Opportunity Questions or a Reasonable Accommodation, please contact [humanresources@mlis.state.md.us](mailto:humanresources@mlis.state.md.us) or [Brooke.Connolly@mlis.state.md.us](mailto:Brooke.Connolly@mlis.state.md.us)*

Website: <https://dls.maryland.gov/home/>