

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of the Executive Director
Finance and Administrative Services**

RECRUITMENT NOTICE

Position: Facilities and Communications Clerk (Legislative Assistant II)

Salary Range: \$35,000 to \$48,600 depending on experience and qualifications

Principal duties and responsibilities:

- Loading, driving, and unloading an agency provided rental vehicle to offsite storage facilities
- Maintaining various telecommunications databases (e.g., call accounting records, work order log, 911 system and phone number directory)
- Making minor furniture and telecommunications equipment repairs and installations
- Answering multi-line switchboard and routing incoming calls

Qualifications:

- High school diploma or equivalent
- Ability to provide high customer service
- Ability to move office furniture and equipment
- Must have valid Maryland driver's license
- Some working knowledge or experience related to installing basic telephone components and electronic devices
- Availability for extended work hours as required to meet legislative deadlines throughout the 90 day session or at other periods as needed.

Send your resume and letter of interest by November 23, 2016, to:

Department of Legislative Services, Human Resources

90 State Circle, Room 311

Annapolis, Maryland 21401-1991

Fax: 410 946-5140 or 301 970-5140

e-mail: jobs@mlis.state.md.us, Website: <http://mgaleg.maryland.gov>

Code 17/16SW (Required on all Resumes)

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.

November 9, 2016