

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES  
Office of Policy Analysis**

**RECRUITMENT NOTICE**

**Position:** Legislative Aide/Administrative Support, Full-time

**Salary:** \$25,000 - \$30,000

**Principal Duties:**

Provide administrative support to the Office of Policy Analysis in the legislative bill drafting function. Duties include: assisting with the bill drafting/amendment process including logging in requests and tracking their progress; courier responsibilities within the Annapolis complex; photocopying; filing; answering the phone; and general office duties

**Qualifications:**

- Good knowledge of office practices, procedures, and equipment
- Basic knowledge of Microsoft Suite
- Accurate keyboarding, spelling, and grammar skills
- Good communication skills with demonstrated customer service experience
- Ability to set priorities, plan, organize, and perform accurate work in a timely manner
- Ability to perform multiple tasks and projects in a fast-paced environment
- Able to pick up and deliver documents, packages and other items between offices or departments within complex
- Available to work overtime (evenings and weekends) as required to meet legislative deadlines

**SEND RESUME AND LETTER OF INTEREST BY November 17, 2016 TO:**

Human Resources Office, **16/16 SW**  
Department of Legislative Services  
Room 311, 90 State Circle  
Annapolis, MD 21401-1991  
Fax: 410 946-5140 or 301 970-5140  
e-mail: [jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us)

**Code # is required**

*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 3, 2016