

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES  
Office of the Executive Director  
Legislative Document Management**

**RECRUITMENT NOTICE**

**Position:** Legislative Editor (Contractual Positions), Entry Level  
Full time January to April and part time remainder of the year

**Salary:** \$14 per hour

**Principal Duties:**

- Research, edit, and proofread all versions of legislative bills and amendments, journals, hearing schedules, and all other postsession publications and legislative documents produced by the Legislative Document Management Office
- Perform other technical/editorial review tasks as required to maintain an accurate and efficient document production system and database.

**Qualifications:**

- College degree preferred; equivalent training/work experience will be considered
- Demonstrated ability to perform editing functions with strong reading comprehension and knowledge of proper spelling, grammar, syntax, and formatting
- Ability to perform detailed work accurately, utilize time effectively, and work well under pressure and rigid deadlines
- Ability to adapt and work compatibly in physically close, paired work arrangements in which reading aloud is the required work process
- Ability to communicate effectively, both orally and in writing
- Availability for extended overtime and shift work (nights and weekends) as required to meet legislative deadlines

**TEST WILL BE ADMINISTERED**

**Send resume and letter of interest by September 9, 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](mailto:jobs@mlis.state.md.us), Website: <http://mgaleg.maryland.gov>**

**Code 8/16 SW (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.*

8/16/16