

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

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**RECRUITMENT NOTICE**

**Position:** Legislative Secretary/Administrative Support (Legislative Assistant I)  
Regular, Part-time position

**Salary:** \$28,800 - \$40,200, commensurate with experience

**Principal Duties:**

Provide administrative and secretarial support to the Office of Policy Analysis in the area of the budget function. Positions are responsible for formatting and printing analyses, correspondence, reports, and workgroup assignments. The incumbent will work full-time during the legislative session (January-April) and part-time during the interim.

**Qualifications:**

- One year of general clerical or administrative support experience
- College background preferred
- Proficient in Microsoft Suite; advanced Excel skills a must
- Ability to set priorities, plan, and organize
- Ability to perform accurate work in a timely manner and coordinate multiple tasks and projects
- Available to work overtime (evenings and weekends) as required to meet legislative deadlines

**SEND RESUME AND LETTER OF INTEREST BY August 15, 2016 TO:**

Human Resources Office, **Code 06/16SW**  
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**

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