**MARYLAND GENERAL ASSEMBLY**

**DEPARTMENT OF LEGISLATIVE SERVICES**

**Office of Policy Analysis**

**Editing and Bill Processing**

**Recruitment Notice**

**Position:** Document Processing Operator (Legislative Assistant I)

**Salary Range**: $28,800 - $40,200

**Principal Duties:**

* Word processing of bills and other legislative documents for the General Assembly, as well as departmental reports and publications
* Formatting, printing, and electronic organizing and storage of documents
* Reviewing and checking work product for accuracy, completeness, and conformance to office standards and guidelines
* Cross-training on select functions within the office
* Various administrative tasks and responsibilities as assigned

**Qualifications:**

* High school diploma or GED equivalent
* Proficiency in Microsoft Office Suite 2013
* Excellent word processing, spelling, and grammar skills
* Ability to work independently and multi-task in a team environment
* Availability to work unpredictable and extended hours (nights and weekends) in order to complete legislative deadlines throughout the legislative session or at other periods as needed

**SEND RESUME WITH LETTER OF INTEREST BY OCTOBER 29, 2018:**

Department of Legislative Services

Human Resources Office

90 State Circle, Room 311

 Annapolis, MD 21401-1991

 Fax: 410 946-5140 or 301 970-5140

 e-mail: jobs@mlis.state.md.us Website: http://dls.maryland.gov/

**Code 21/18SW (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.*

 10/19/18