

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

---

**RECRUITMENT NOTICE**

**Position:** Copywriter/Editor – Contractual Assignment

**Base Salary:** \$16.00/hour

**Principal Duties:**

- Responsible for writing, editing, proofing and strategic and conceptual development of copy for print or electronic publications
- Customer service and other administrative duties as assigned
- Use of desktop publishing and office application software as assigned

**Qualifications:**

- Bachelor's degree in English, Communications, or related field
- Excellent verbal and written communication skills
- Excellent grammar and spelling skills
- Exceptional customer service skills
- Strong organizational skills with ability to utilize time effectively, meet deadlines, and manage multiple priorities
- Ability to work independently and exercise a high level of skill and judgment and successfully function in a team environment.
- Ability to maintain the highest level of professionalism
- Proficiency in Microsoft Suite
- Ability to operate most standard office equipment
- Availability to work overtime hours to meet legislative deadlines

**SEND RESUME AND LETTER OF INTEREST BY JULY 2, 2018 TO:**

Human Resources Office,  
Department of Legislative Services  
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) Website: <http://dls.maryland.gov>  
**Code 6/18SW (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.*

June 14, 2018