

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Policy Analysis
Editing and Bill Processing**

RECRUITMENT NOTICE

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

Salary: \$16.00/hour

Principal Duties:

- Reviewing documents of the General Assembly and provide comprehensive edits of statutory language, format, grammar, and punctuation
- Research, review, edit, and proofread legislation, amendments to legislation, journals, and the daily synopsis of bills

Qualifications:

- College degree is highly desirable; however, equivalent training/work experience will be considered
- Applicants should have superior editing and writing skills and a demonstrated ability to work quickly and thoroughly under deadline pressure
- This position requires commitment to impartial analysis of controversial issues, meticulous attention to detail, factual accuracy, and the capacity when needed to work long, late hours and weekends while the General Assembly is in session

Knowledge, Skills and Abilities:

- 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, use 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
- Competency with standard computer programs, including word processing

Work Environment: Employees of the Department of Legislative Services function on a nonpartisan basis and by law may not engage in partisan political activity at any time at the federal, state, or local level. The department offers a collegial and stimulating multidisciplinary environment for persons motivated to provide nonpartisan support to Maryland's legislative and policymaking process.

SEND RESUME AND LETTER OF INTEREST BY August 29, 2018 TO:

Department of Legislative Services
Human Resources Office
90 State Circle
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 15/18SW (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.

8/10/2018