

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Operations and Support Services**

RECRUITMENT NOTICE

Position: Supply Clerk
Regular, full-time position

Salary Range: \$19,200 - \$33,300, commensurate with experience

Principal duties:

- Order, sort and deliver supplies (including 5 gallon jugs of bottled water, water-related equipment or supplies and copy paper)
- Create computer-generated purchase orders for requested supplies
- Provide daily telephone and supply room coverage
- Assist in the compilation of annual supply usage report

Qualifications:

- High school diploma or GED equivalent
- Ability to lift up to 50 pounds
- Working knowledge of computers and computer applications
- Ability to provide excellent customer service and communicate effectively
- Availability for extended work hours as required to meet legislative deadlines throughout the 90-day legislative session

SEND RESUME AND LETTER OF INTEREST BY SEPTEMBER 19, 2018:

Human Resources **Code 17/18SW**
Department of Legislative Services
90 State Circle, Room 311
Annapolis, Maryland 21401-1991
Fax: 410 946-5140 or 301 970-5140

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

Code # is required

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

September 5, 2018