

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

RECRUITMENT NOTICE

POSITION: Policy Analyst, Intern (two to three days per week from January 3 thru April 12
earlier start date is possible if agreed to by candidate and department)

SALARY: \$20.00 hour

PRIMARY DUTIES:

- Analyze fiscal condition of Maryland local governments and trends in State aid to local governments.
- Analyze State agency budgets and make presentations to budget committees.
- Responsibilities may include developing and updating quantitative analyses, examining impact of proposed State budget on local governments, writing summaries of findings, presenting findings of reports to legislators, researching policy issues, and responding to legislative requests.

QUALIFICATIONS:

- Master's degree or Master's degree candidate with a demonstrated interest in economic, financial, or public policy analysis.
- Strong analytical and quantitative skills including experience working with spreadsheets.
- Ability to work independently and contribute to a team effort.
- Excellent writing and oral communication skills.

Send resume and letter of interest by October 5, 2018 to:

Department of Legislative Services, Human Resources

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://mgaleg.maryland.gov>

Code 18/18SW (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.

September 18, 2018