

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

RECRUITMENT NOTICE

Position: Customer Service Coordinator, Print Shop (Legislative Assistant I)
Regular, full-time position

Salary Range: \$33,500 - \$44,500, commensurate with experience

Principal Duties:

- Assists in the daily activities of the front desk of the Print Shop
- Projects a customer service attitude in supplying the customers with their graphic and printing needs
- Coordinates orders with the appropriate Print Shop personnel
- Performs other related duties

Qualifications:

- High school diploma or GED equivalent
- Ability to interact with customers, in a helpful, courteous and friendly manner
- Excellent verbal and written communication skills
- Time management: the ability to organize and manage multiple priorities
- Ability to establish and maintain professional and effective work relationships with departmental and General Assembly staff
- Knowledge of standard office procedures, practices, and equipment
- General computer skills
- Availability for extended work hours as required to meet legislative deadlines throughout the 90-day legislative session

SEND RESUME AND LETTER OF INTEREST BY NOVEMBER 21, 2019:

Human Resources **Code 20/19SW**
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

11/6/2019