

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Temporary Staff Support for 2020 Legislative Session (January to April)

Administrative Support/Secretary - Format and print correspondence, reports, workgroup assignments, state regulations, and analyses. Must be proficient in Microsoft Office.

Courier - Delivery of bills and other miscellaneous legislative documents.

Distribution Clerk - Assist in sorting and delivering of bills. Receive/distribute incoming and outgoing faxes and all metered mail.

Document Processing Operator – Perform formatting, editing changes, and printing of legislative documents. Must be proficient in Microsoft Office.

Office Assistant - Assist with tracking legislation, answering phones, copying, filing and delivering bills and other miscellaneous legislative documents.

Word Processor - Proficient in Microsoft Word and general office practices; able to work in a hectic, multi-person office environment. Available to work long hours with no advanced notice including weekends.

Public Information Clerk - Provide basic legislative information to the General Assembly and the public. This position involves substantial contact with the public both in person and over the telephone.

Recycling Clerk - Pick up and empty recyclable material, sort and ship to appropriate vendors.

Salary: **\$12.50 - \$16.50 per hour (depending on position)**

Qualifications: Vary with each position, but may include:

- Good knowledge of office practices, procedures and equipment
- Accurate typing, spelling and grammar skills
- Excellent communication skills with demonstrated customer service experience
- Ability to perform multiple tasks in a fast paced environment
- Availability for overtime and shift work as required to meet legislative deadlines

PROFICIENCY TEST MAY BE ADMINISTERED

SEND RESUME WITH LETTER OF INTEREST INDICATING THE POSITION(S)

FOR WHICH YOU ARE APPLYING TO:

Human Resources, **Code 22/19SW** (Code # and positions applied for are required)

Department of Legislative Services

90 State Circle

Annapolis, MD 21401-1991

FAX 410-946-5140 or 301-970-5140

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

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.