MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES

RECRUITMENT NOTICE

Position(s): Legislative Assistant, Library Technical Processing (Legislative Assistant I)
Library and Information Services
Office of Policy Analysis

Salary: $40,000 to $57,200, depending on experience and qualifications

Application Deadline: September 20, 2023

Team Member Benefits: Click Here to Learn More

Principal Duties:

• Processes newly cataloged materials and uncatalogued materials.
• Maintains order and organization in the library’s collections.
• Shelves books, periodicals, newspapers, and newsletters.
• Receives and prepares committee bill files for scanning, scans bill files, performs quality control checks on scanned files, and prepares files for distribution.
• Prepares materials for binding.
• Aids in organizing and retrieving materials from offsite storage.
• Prepares and distributes Annotated Code supplements for legislative staff and legislators.
• Provides updates to the print Annotated Codes in legislative offices.
• Checks materials in and out of the library as needed.
• Participates in long-term library storage and maintenance projects, often requiring boxing up and repetitive lifting of books, files, and other legislative materials.

Qualifications:

• High school diploma, college preferred.
• Excellent verbal and written communication skills.
• Ability to work independently and in teams, to prioritize work to meet multiple deadlines, and adapt to changes as needed.
• High level of interpersonal skills, flexibility, and adaptability to serve legislators and legislative staff in a fast-paced, deadline-driven environment.
• Sensitivity to the political environment and needs of legislative staff and the legislature.
• Availability to work extended hours as needed, including some weekends, during the 90-day legislative session.
• Preferred:
  • Ability to lift and move library materials up to 50 lbs.

To Apply:
Email Resume and Cover Letter to jobs@mlis.state.md.us and include code 013-23. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

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.

Website: https://dls.maryland.gov/home/  September 5, 2023