MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Policy Analysis

RECRUITMENT NOTICE

Position: Catalog/Index Librarian (Legislative Librarian I)

Salary Range: $40,400 - $62,900

Principal Duties:

- Original cataloging of state government documents in various formats
- Copy cataloging using OCLC
- Indexing proposed legislation and print publications
- Fulfilling interlibrary loan requests
- Catalog Maintenance

Qualifications:

- MLS degree
- Experience using OCLC, AACR2, LCSH, MARC formats
- Work with integrated library systems, preferably Sirsi
- Strong communication and interpersonal skills
- Experience in government documents, public policy and legislative issues, preferred

SEND RESUME WITH LETTER OF INTEREST BY JULY 30, 2018 TO:

Department of Legislative Services
Human Resources Office
90 State Circle, Room 311
Annapolis, MD 21401-1991
Fax: 410 946-5140 or 301 970-5140
e-mail: jobs@mlis.state.md.us Website: http://dls.maryland.gov/
Code 09/18SW (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.

7/16/2018