

DEPARTMENT OF LEGISLATIVE SERVICES
MARYLAND GENERAL ASSEMBLY
ANNAPOLIS, MARYLAND

LEGISLATIVE EDITOR

Contractual proofreading/editor positions. Entry-level, year-round (full time, January to April, part time remainder of the year). Salary: \$15.00/hour.

Principal Duties:

Research, edit and proofread all versions of legislative bills and amendments, journals, hearing schedules, and all other postsession publications and legislative documents in support of the Maryland General Assembly. The editor performs review tasks as required to maintain an accurate and efficient document production system and database.

Qualifications:

College degree preferred or equivalent training/work experience; Demonstrated ability to perform editing functions with strong reading, comprehension and knowledge of proper spelling, grammar, syntax, and formatting. Ability to perform detailed work accurately, utilize time effectively, and work well under pressure and rigid deadlines. Ability to adapt and work compatibly in physically close, paired work arrangements in which reading aloud is the required work process. Ability to communicate effectively, both orally and in writing. Availability for extended overtime and shift work (nights and weekends) as required to meet legislative deadlines. **TEST WILL BE ADMINISTERED.**

Send resume with letter of interest by August 31, 2017 to: Human Resources, **Code 8/17W**
Department of Legislative Services, 90 State Circle, Room 311, Annapolis, MD 21401. FAX
410-946-5140, e-mail jobs@mlis.state.md.us website: <http://mgaleg.maryland.gov>. **CODE #
REQUIRED ON ALL RESUMES.**

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