

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Policy Analysis**

RECRUITMENT NOTICE

Position: Policy Analyst

Salary: \$54,000, negotiable depending on experience and qualifications

Principal Duties:

- Drafting bills and amendments.
- Researching, analyzing, and revising legislation and statutory law.
- Analyzing proposed regulations.
- Staffing local legislative delegations and other groups.
- Researching legal and policy issues.
- Preparing correspondence and written reports as assigned or in response to legislative requests.
- Presenting information to legislators, committees, and others in formal and informal settings.
- Develop expertise in specific policy areas (e.g., education, public safety) within their function and through cross-functional policy workgroups.
- Changes in functional assignments and policy areas are available and encouraged throughout an analyst's career.

Qualifications:

- A law degree and a demonstrated interest in public policy or legal/fiscal analysis.
- Excellent writing, research, and oral communication skills.
- Strong analytical abilities, including legal analysis and familiarity with basic statistical, mathematical, and financial concepts.
- Competency with standard computer programs, including word processing, presentation, and spreadsheet software.
- Ability to work independently, in teams, and under sometimes extreme time pressures.
- Availability for extended work hours, including weekend work, during the 90-day legislative session (January – April). More schedule flexibility is available during the legislative interim (May – December), particularly in the spring and summer months.

Work Environment: Employees of the Department of Legislative Services function on a non-partisan basis and by law may not engage in any partisan political activity at the federal, State, or local level.

Send resume and letter by June 10, 2016, stating relevant experience, reasons for interest in the position, policy interests, and availability to begin work, to:

**Department of Legislative Services, Human Resources
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://mgaleg.maryland.gov>
Code 04/16SW (Required on all Resumes)**

NOTE: An exercise assessing writing and basic math/analytical skills is part of the interview process. A writing sample must be submitted at least 5 business days in advance of the interview and cannot consist of any court filings or journal article.

The Department of Legislative Services is an equal opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.