

**Michigan State Senate
Office of the Secretary of the Senate**

POSITION POSTING

SESSION BILL CLERK

Summary Position Description:

The person in this position performs a wide range of legislative and support services for the Michigan State Senate. This employee provides technical expertise and assistance to the legislative offices and staff.

A Session Bill Clerk updates computerized Bill Status system updates, receives messages and bills from the House, prepares messages transmitted to the House, prepares daily Senate Calendar, transmits bills to committee clerks, posts all committee meeting notices on the official posting board, checking for timeliness and compliance with the Open Meetings Act, coordinates transmission of committee records to the State Records Center, and retrieves such records as requested by the public and legislative offices.

Qualifications:

Associate's degree in a related field or equivalent work experience; minimum typing speed of 60 wpm; proficiency in Microsoft Word; strict attention to detail; excellent grammatical and proofreading skills; ability to handle multiple tasks; and work in a fast-paced environment. Legislative experience helpful.

Status: Full-time with benefits; Non-Partisan

Salary: \$29,703 - \$40,035

Detailed job description for this position may be obtained from the Senate Business Office, Human Resources, 2nd Floor Binsfeld Office Building, Lansing, MI 48933; telephone (517) 373-1675.

This is an At-Will, Non-Civil Service position.

Please send resume and cover letter by 5:00 p.m., Friday, July 20th to:

Senate Business Office
Attention: Human Resources
P.O. Box 30036
Lansing, MI 48909-7536

or

Fax (517) 373-7455

or

E-mail resume@senate.michigan.gov

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-1675.