

LEGISLATIVE COUNCIL POSITION DESCRIPTION

(THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.)

POSITION: Attorney I

AGENCY: Legislative Service Bureau

DIVISION: Legal

SALARY SCHEDULE RANGE: I

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

This employee functions as an entry level staff attorney serving as legal counsel to the Michigan Legislature. The attorney I position includes assisting legislators and their staff in the drafting of bills, substitutes, and amendments and tracking them through the legislative process, attending legislative committee and workgroup meetings, performing legal research, and preparing legal memoranda.

The Legal Division of the Legislative Service Bureau consists of four levels of attorney positions. Each level is similar in its core set of functions for the division, but each level requires progressively more depth and breadth of specialized knowledge, expertise, and responsibility.

EXAMPLES OF WORK:

- Prepares bills according to statutory style and format standards.
- Drafts reintroductions, legislation with suggested language supplied, and original legislation, amendments, and substitutes of a basic or routine nature.
- Tracks bills, substitutes, and amendments through the legislative process.
- May draft conference committee reports.
- Performs necessary research to determine the impact of proposed legislation on existing laws.
- Performs legal research and drafts legal memoranda.
- Advises legislators regarding the legality of proposed legislation.
- Responds to questions from legislators and legislative staff.

- Communicates with affected state agencies and interested persons as necessary to draft legislation.
- Attends and gives counsel at legislative committee meetings; may assist members by being present to provide technical assistance to members on the House and Senate floors.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Basic knowledge of fundamental subjects of law and legal research procedures.
- Excellent writing skills, including the ability to write clearly, concisely, and in an organized manner.
- Effective oral communication skills, including the ability to present complex information clearly and effectively.
- Excellent analytical and problem-solving skills, including the ability to quickly assimilate oral and written data, to analyze facts, and draw logical conclusions.
- Ability to function within a professional attorney-client relationship with legislators and legislative staff.
- Ability to prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to use a computer to draft bills and other documents, perform research, track bills, and communicate with other staff members and legislators.
- Ability to comfortably learn and use internal software programs, such as MichLaw, MiLeg, Microsoft Office Suite ®, GroupWise and DCDS.
- Ability to cultivate and maintain highly favorable public relations with coworkers and external customers.

MISSION STATEMENT PRINCIPLES AND GOALS:

- Displays a team-oriented attitude toward coworkers and other Legislative Council staff.

- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Possession of a Juris Doctorate degree from an accredited school of law required.
- Membership in good standing in the State Bar of Michigan required.
- Previous legal experience desired, including legal research and writing experience.
- Familiarity with state statutes, state government operations, and the legislative process helpful.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work overtime as required, including evenings, weekends, and holidays.