



# Job Posting

Post Date: March 13, 2023

End Date: 5:00 pm on April 3, 2023

## Research Attorney

**Department:** Legislative Service Bureau | Research Services Division

**Status & Hours:** Full-Time | 37.5 hours per week, Monday–Friday

**Minimum Salary:** \$65,713 Annually  
Range K on Legislative Council 10-1-21 Salary Schedule

**Job Location:** Boji Tower–4<sup>th</sup> Floor, 124 W. Allegan Street, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

This employee gathers, synthesizes, and analyzes legal and technical information to provide high quality, unbiased research to state legislators and legislative staff. Communicates findings in writing and orally to support public policy development and bill drafting. Provides legal review of Division products. Drafts policy resolutions for state legislators. Completes assignments independently with a moderate amount of supervision.

The LSB Research Services Division provides non-partisan analysis, information, and research services to members of the Michigan Legislature as requested related to bill drafting and other legislative areas.

### MINIMUM QUALIFICATIONS and SKILLS

- Graduation from an ABA-accredited law school required.
- Membership in good standing in the State Bar of Michigan required.
- Some legal writing and research experience required.
- Familiarity with the legislative process, state government operations, and Michigan statutes desired.
- Excellent writing and research skills required, including knowledge of legal research resources.
- Excellent oral and interpersonal communication skills required, including the ability to work with diverse personalities.
- Ability to work collaboratively in a team environment.
- Must be willing and able to work overtime and irregular hours as required.

### HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. The deadline to apply is by 5:00 pm on April 3, 2023.

Applicants must include the following items as separate attachments in the online application for full consideration:

1. Cover letter outlining interest and qualifications.
2. Resume.
3. A copy of college and law school transcripts.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at [HumanResources@legislature.mi.gov](mailto:HumanResources@legislature.mi.gov) or call 517-373-9643.

### ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," except for LSB Printing Division union members. Employees are required to be non-partisan.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record, or handicap. If an accommodation is needed during the application process, contact the LSB Human Resources Office.

**For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.**