

# LEGISLATIVE COUNCIL POSITION DESCRIPTION

(THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.)

**POSITION:** Research Attorney

**AGENCY:** Legislative Service Bureau

**DIVISION:** Research Services

**SALARY SCHEDULE RANGE:** K

**STATUS:** Full-time

## **GENERAL DESCRIPTION OF POSITION:**

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.

## **EXAMPLES OF WORK:**

- Conducts research and answers questions in assigned subject areas at the request of state legislators, legislative staff, or Bureau legal counsel.
- Performs legal research and analyzes judicial decisions, opinions of the Attorney General, and other relevant rulings of law.
- Prepares reports, memoranda, summaries, analyses, and oral presentations on legal research topics for members of the Legislature.
- Assists Division analysts, other Bureau divisions, or Legislative Council agencies with legal research issues.
- Provides a legal review of Division products including memoranda, publications, and other communications.
- Supports standing committees, special committees, legislative workgroups, and individual members, when requested, by delivering briefings and presentations, answering questions, conducting research, providing technical assistance, and supplying information relevant to the issue at hand.
- Drafts policy and business resolutions for members of the Legislature.
- Develops knowledge and expertise in multiple assigned subject areas of interest to the Legislature.
- Monitors activity and developments in assigned subject areas in Michigan and nationally, including the identification of any emerging trends, issues, or primary research that may be of interest to the Legislature.

- Manages small projects to improve Division services.
- Participates in the Division's client outreach strategy to legislators and legislative staff.
- Contributes to the production of standard Division publications and Bureau constituent information booklets.
- Builds and maintains relationships with Bureau legal counsel, legislative staff (including partisan policy staff), and other persons working in assigned subject areas.
- Contributes actively to the Division's efforts to improve the quality of service provided to the Legislature, including collaboration with the Division Director on administrative and process improvement projects.
- Performs other duties as assigned.

#### **MISSION STATEMENT PRINCIPLES AND GOALS**

- Displays a team-oriented attitude toward co-workers 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.

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

- Objectivity, accuracy, and a strong attention to detail.
- A high level of self-motivation and intellectual curiosity.
- Basic knowledge of fundamental subjects of law and legal research procedures, including identifying questions that must be answered, development of a research strategy, identification of relevant sources, assessment of sources for accuracy and reliability, discrepancy resolution, and evaluation of sufficiency.
- Ability to present ideas clearly and effectively, including the ability to write clearly, concisely, and in an organized manner.
- Ability to quickly assimilate oral and written data, analyze facts, and draw conclusions.

- Ability to function within the professional attorney-client and legislator-staff relationships existing between Council personnel and the Legislature.
- Ability to work cooperatively with other employees, legislators, legislative staff, and others.
- Strong interpersonal skills, including the ability to create and maintain highly favorable public relations with coworkers and external customers.
- Developing ability to recognize sensitive issues. Upon recognition of sensitive issues or designation by others of issue as sensitive, responds appropriately.
- The ability to work independently with minimal supervision and a great deal of independence as well as collaboratively in a team environment.
- Intermediate proficiency in Microsoft Word and Excel, including the ability to compose and format documents, manage data, use formulas, and construct tables, figures, and graphics.

The employee in this position shall develop the following knowledge, skills and abilities

- Expertise in assigned subject areas and the ability to conduct extensive research in assigned subject areas.
- Knowledge of the legislative process and an understanding of Legislative Council and Division products and services.
- Knowledge of the different types of resolutions, and the ability to draft clear, concise, and compelling policy resolutions.
- Knowledge of and the ability to confidently use the sources of information unique to the Legislature.
- The ability to consistently present legal and technical topics clearly, simply, and concisely for a broad audience with increasing efficiency.
- The ability to use internal software applications, including timekeeping applications and Division information management systems.

#### **MINIMUM QUALIFICATIONS FOR THE POSITION:**

- Graduation from an ABA-accredited law school.
- Membership in good standing in the State Bar of Michigan.
- Some legal writing and research experience.
- Familiarity with the legislative process, state government operations, and Michigan statutes.

**SPECIAL NECESSARY REQUIREMENTS:**

- Must be willing and able to work overtime as required.