

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Legal Services Assistant
AGENCY: Legislative Service Bureau
DIVISION: Legal Division, Support Services Unit
SALARY SCHEDULE RANGE: E
STATUS: Part-time or Full-time

GENERAL DESCRIPTION OF POSITION:

This individual provides a unique service to legal attorneys and the Michigan Legislature by typing, formatting, and processing legislative documents using a customized software program in Microsoft Word. Performs specific job functions and other support services functions as bill documents move through the legislative process. Individual works with minimum supervision under the direction of the Support Services Section Manager.

EXAMPLES OF WORK:

- Types and processes a variety of legislative bill documents into customized software programs using Microsoft Word.
- Uses reference tables and manuals to check Michigan Compiled Law citations within legislative documents.
- Types correspondence and other materials for attorneys; edits and corrects attorney-typed documents.
- Creates PDFs of legislative documents and sends to legislative offices using office email system.
- Performs general office procedures, including, but not limited to, photocopying, faxing, mailing, and maintaining various filing and records management systems.
- Maintains confidentiality of documents and information received.
- Assures work product quality and quality control by reviewing documents for completeness and accuracy.

- Assists with mentoring new Legal Services Assistants and serves as a resource for training new Legal Division attorneys.
- Assists other Legal Division support staff with various functions as needed, including the Request System Coordinator, Drafting Editors, Editorial Assistant, and staffing the Division reception desk for the Client Services Coordinator.
- May assume primary responsibility for any of the following job functions:
1) maintaining and updating the conflict system; 2) preparing the daily digest for the MichLaw and LMS bill status system; 3) processing legislative documents as passed by the House and Senate, and 4) preparing enrolled bills and converting to Public Acts.
- May assist with the associated duties for processing appropriation bills.
- Performs other duties as assigned.

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

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Knowledge of bill drafting terminology, legislative document styles and formats, and legislative procedures.
- Ability to use correct spelling, English usage and sentence structure, grammar and punctuation skills.
- Ability to comfortably use intermediate functions of Microsoft Word and database programs.
- Ability to operate standard office equipment, including but not limited to, computers, printers, telephone systems, copiers, and facsimile machines.
- Ability to learn and use internal software programs, including email, DCDS, employee self-service, and MichLaw document management system.
- Ability to comfortably learn and use the functions of MakeBill and MakeAmendment.
- Ability to perform multiple tasks and work accurately under time constraints, deadlines, and intense pressure.

- Ability to communicate effectively, both orally and in writing, in a clear, concise and organized manner.
- Ability to deal with frequent changes, delays, and unexpected events.
- Ability to maintain highly favorable public relations with co-workers and external customers.
- Ability to work in a team environment and exhibit a high level of positive interpersonal skills.
- Ability to exhibit a high level of customer service skills.
- Ability to accurately proofread documents.

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.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- High school graduate or possession of GED certificate required.
- Three years' secretarial/clerical experience in an office setting required.
- Intermediate-level experience in the use of personal computers, including proficiency in Microsoft Word and database use, required.
- Knowledge of the legislative process and bill drafting terminology desired.
- Equivalent combination of education and experience of above acceptable.

NECESSARY SPECIAL REQUIREMENTS:

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