



# Job Posting

Start Date: October 19, 2022

End Date: 9:00 am on November 28, 2022

## Attorney

- Department:** Legislative Council | Legislative Service Bureau – LSB Legal Division
- Status & Hours:** Full-Time | 37.5 hours per week, Monday–Friday
- Salary Range:** \$65,713 to \$96,502 Annually  
Range K on Legislative Council 11-1-21 Salary Schedule
- Job Location:** Boji Tower–3<sup>rd</sup> Floor, 124 W. Allegan Street, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

This employee functions as staff attorney serving as nonpartisan Legal Counsel to the Michigan Legislature. The attorney assists legislators and their staff in drafting bills, substitutes, and amendments and tracking them through the legislative process. The attorney is expected to develop an area of subject matter specialization as well as considerable knowledge of the legislative process. Employee attends legislative committee and workgroup meetings and responds to technical and legal questions concerning legislation. In addition to bill drafting, the attorney conducts legal research, analyzes legal documents, and writes legal and research memorandums for legislators and other Council personnel.

The LSB Legal Division provides the Michigan Legislature with nonpartisan legal counsel, bill drafting, law compilation and publishing, and other related services that support the lawmaking process. The attorney position has two levels: Attorney and Senior Attorney.

### MINIMUM QUALIFICATIONS

- Possession of Juris Doctorate from an accredited law school with a minimum 3.0 GPA required.
- Must possess current membership in good standing in the State Bar of Michigan.
- Previous legal work experience with state statutes, state government operations, and the legislative process helpful.
- 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 with others in a team environment.
- Must be willing and able to work overtime and irregular hours, including weekends, evenings, and holidays.

### 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 9:00 am on Monday, November 28, 2022.

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 law school and college 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.**