



Job Posting

Posting & Application Period:
January 12 – 25, 2022 (by 5:00 pm)

Client Services Coordinator

DEPARTMENT: Legislative Service Bureau
STATUS: Full-Time
MINIMUM PAY RATE: \$19.44 per hour (\$38,053 annually)
Range E on the 10-1-21 Legislative Council Salary Schedule
JOB LOCATION: Legal Division – 124 W. Allegan Street, 3rd Floor–Boji Tower, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This employee serves as receptionist for the Legal Division. Determines needs and routes caller or visitor to the appropriate staff for assistance. Responds to inquiries regarding Legal Division services. Coordinates the delivery of all office documents and maintains electronic records of deliveries made. Maintains Legal Division's central filing system. Performs word processing and a variety of other secretarial functions as needed. Serves as backup to the Request System Coordinator.

The Legislative Service Bureau (LSB) is a nonpartisan legislative information and service agency that is part of the Legislative Council. The Council is charged with providing bill drafting, research, and other services for all members of the Michigan Legislature. The LSB Legal Division provides the Michigan Legislature with nonpartisan legal counsel, bill drafting, law compilation and publishing, and related services that support the lawmaking process.

MINIMUM QUALIFICATIONS and ABILITIES

- High school graduate or GED certificate required.
- Minimum of one year secretarial/clerical work experience required.
- Experience in the use of personal computers, including proficiency in Microsoft Word and database management, required.
- Experience with database and records management required.
- Strong interpersonal skills required, including the ability to work with a diverse constituency.
- Multi-line phone experience highly desired.
- Ability to maintain confidentiality of records and information.
- Ability to learn and use internal software programs, including timekeeping, email, and employee self-service.
- Must be willing and able to work overtime as required, including early morning, late evening, weekends, and holidays as needed.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. For full consideration, applicants must submit a resume and cover letter outlining qualifications and interest, in addition to the online application. **The deadline to apply is 5:00 pm on Tuesday, January 25, 2022.**

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

ADDITIONAL REQUIREMENTS and INFORMATION

All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan and maintain confidentiality. This position is an unclassified, non-Civil Service position.

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

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, please call the LSB Human Resources Office.