



## Job Posting

Posting & Application Period:  
September 9 – 30 (by 5:00 pm)

# Senior Executive Assistant

**DEPARTMENT:** Office of the Legislative Council Administrator  
**STATUS:** Full-Time  
**MINIMUM PAY RATE:** \$28.24 per hour (\$55,279 annually)  
Range I on the 11-1-20 Legislative Council Salary Schedule  
**JOB LOCATION:** 124 W. Allegan Street, 3rd Floor-Boji Tower, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

This position is responsible for advising and assisting with the direction of activities in the Office of the Legislative Council Administrator by participating in the formulation and implementation of policies and programs critical to the mission of the Legislative Council. The employee functions as an assistant to the Legislative Council Administrator. Tasks performed frequently are of a confidential nature and require a high level of independent judgment with minimal supervision. Provides assistance with program planning and coordinating projects to aid the Council Administrator in all areas of responsibility including the Administrator's role as the Acting Director of the Legislative Service Bureau. Responsible for preparing a variety of written materials and creating and maintaining various files, records, and databases. Acts as liaison with Council agencies, legislative agencies, and other organizations and represents the Council Administrator at meetings as needed.

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

- Bachelor's degree in Business, Public Administration, Political Science, or applicable field required.
- Minimum five years of related and progressively more responsible experience as an administrative or executive assistant required.
- Experience in the use of personal computers, including advanced-level work with word processing, excel, and e-mail.
- Excellent verbal and written communication skills required.
- Must be willing and able to work overtime as required.
- Legislative experience preferred, with knowledge of the Legislative Council desired.
- Ability to maintain confidentiality 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>. Applicants must include a resume, copy of college transcripts, and cover letter as separate attachments in their online application for full consideration. **The deadline to apply is 5:00 pm on Thursday, September 30, 2021.**

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**

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.**

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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.