



Job Posting

Post Date: November 13, 2024

End Date: December 31, 2024

Attorney

Department: Legislative Council | Legislative Service Bureau – LSB Legal Division

Status: Full-Time

Salary: From \$65,713 annually

Job Location: Lansing, MI – Hybrid remote work schedule

GENERAL DESCRIPTION OF DUTIES

This attorney serves as nonpartisan legal counsel to members of the Michigan Legislature. The attorney is responsible for drafting legislation and advising legislators and their staff on the legalities of legislation and the legislative process. Because of the uniqueness of the position, the attorney will go through a comprehensive training program. The attorney will work in a collaborative team environment and develop areas of subject matter expertise as well as considerable knowledge of the legislative process and legislative drafting standards. The attorney attends legislative committee and workgroup meetings and responds to legal questions concerning legislation from legislators and their staff. In addition to drafting legislation, the attorney may be asked to conduct legal research, analyze legal documents, and write legal memoranda.

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 occasionally 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 www.governmentjobs.com/careers/michigan. The posting will remain open until filled.

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 college and law school transcripts.

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

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."

The Legislative Council only accepts resumes 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, handicap, gender identity or expression, sexual orientation, and other categories or groups protected by law. 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.