



Job Posting	Posting Date: January 23, 2025
	End Date: 5:00 pm on February 9, 2025

Client Services Coordinator

Department: Legislative Service Bureau | Legal Division
Status & Hours: Full-Time | 37.5 hours per week, Monday–Friday
Minimum Salary: \$38,053 Annually
Job Location: Boji Tower–3rd Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This employee serves as receptionist for the Legal Division. As receptionist, the employee organizes and maintains a welcoming and professional front desk reception area. Determines needs and routes caller or visitor to the appropriate staff for assistance. Responds to inquiries regarding Legal Division services. Coordinates the delivery of office documents and maintains electronic records of deliveries made. Performs word processing and a variety of other clerical functions as needed. Serves as backup to the Lead Legislative Aide.

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.

MINIMUM QUALIFICATIONS and SKILLS

- High school graduate or possession of GED certificate required.
- Minimum of one year clerical experience with public contact desired.
- 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.
- Multi-line phone experience highly desired.
- Ability to work collaboratively in a team environment.
- Must be willing and able to work occasional overtime and irregular hours as 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>. The deadline to apply is by 5:00 pm on February 9, 2025.

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.

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." Employees are required to be non-partisan.

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.