



Job Posting

Posting & Application Period:
April 12 – April 28, 2024 (by 5:00 pm)

General Helper

DEPARTMENT: Legislative Service Bureau (LSB) – Legislative Printing Division

STATUS & HOURS: Full-Time – 37.5 hours per week | 7:00 am to 3:00 pm, Monday – Friday

PAY RANGE: \$15.02 to \$21.46 per hour based on a percentage of the Journeyman Scale on the 10-1-23 Union Contract

JOB LOCATION: LSB Print Shop, 3350 Ranger Road, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This individual assists journeymen press and bindery staff with their production duties in a full-service print shop by stacking, loading, packaging, and delivering printed materials. The individual oversees and maintains cleanliness and organization within the shop area and assists with inventory of paper, supplies, and printed material in a self-motivated environment. Individual packages, loads, and delivers materials to legislative offices. The work is performed under the immediate direction of a foreman and under the general supervision of a division director.

Job duties include, but are not limited to:

1. Assists journeymen press and bindery staff with print production by stacking, loading, and packaging raw and printed materials.
2. Delivers printed materials to legislative office buildings or vendors in the downtown Lansing area.
3. Removes scrap and recycled material from shop area.
4. Handles receiving and stocking for paper, supplies, and printed materials.
5. Performs maintenance, troubleshooting, and minor repairs on shop machines and equipment.
6. Maintains shop cleanliness, including sweeping and trash removal.
7. Performs all duties safely and in accordance with safety rules and regulations.
8. Maintains a high level of professionalism.
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS and ABILITIES

- High school diploma or GED Certificate required.
- Must be in good physical condition to lift up to 65 pounds repetitively with ability to stand, stoop, kneel, and bend.
- Team-oriented with good communication and problem-solving skills. Strong customer-service orientation.
- Strong attention to detail with ability to meet deadlines.
- Excellent work attendance and punctuality a must.
- Ability to learn and operate a forklift and roll clamp truck.
- Ability to understand and carry out oral and written instructions.
- Must possess valid Michigan driver's license with a history of safe driving.
- Must be able to perform the essential functions of the position.
- Must be willing and able to work overtime and irregular hours as needed, including evenings, weekends, and holidays.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at governmentjobs.com/careers/michigan. Applicants must include a resume and cover letter as separate attachments in their online application. **The deadline to apply is 5:00 pm on Sunday, April 28, 2024.** 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. The LSB's Legislative Printing Division is a union shop that provides composition and printing services for the production of legislative materials. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan.

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, gender identity or expression, sexual orientation. If an accommodation is needed during the application process, please call the LSB Human Resources Office.