



Job Posting

Posting & Application Period:
November 18 – December 1, 2024 (by 5:00 pm)

Administrative Office Assistant

DEPARTMENT: Legislative Corrections Ombudsman Office
STATUS & HOURS: Full-Time | 37.5 hours per week; 8:30 am to 5:00 pm, Monday–Friday
MINIMUM PAY RATE: \$19.44 per hour | \$38,053 annually (Range E on Legislative Council Salary Schedule)
JOB LOCATION: Boji Tower–4th Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF JOB DUTIES

The employee in this position performs a diverse range of administrative support tasks to ensure the Legislative Corrections Ombudsman (LCO) office operates efficiently and effectively. This position supports the Executive Assistant.

The Office Assistant will help with administrative work such as scanning, emailing, creating documents for staff; maintaining confidential records, files, and computerized databases, and may compose memos or other correspondence. Work is performed under limited supervision, reporting directly to the Ombudsman and supporting the Executive Assistant.

The Legislative Corrections Ombudsman Office (LCO) is non-partisan legislative agency that investigates complaints from prisoners and legislators regarding the administrative actions of the Michigan Department of Corrections (MDOC) that are alleged to be contrary to department policy, procedure, or state law.

MINIMUM QUALIFICATIONS

- High school graduate or possession of a GED Certificate required.
- Intermediate-level experience in the use of personal computers preferred, including proficiency in Microsoft Word, spreadsheets, and database use.
- Excellent oral and written communication skills required.
- Organized self-starter with strong attention to details required.
- Ability to accurately proofread documents required.

HOW TO APPLY

Online applications only are being accepted through the State's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. For full consideration, candidates must include the following additional items in their online application: 1) Cover letter and 2) Resume.

The deadline to apply is 5:00 pm on Sunday, December 1, 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

A criminal history background check will be conducted. The Legislative Council is a nonpartisan, legislative information, and service agency. All employees are unclassified, at will employees, except for Print Shop union members. Council employees are required to maintain confidentiality and be non-partisan.

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

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.