



Legislative Service Bureau Job Posting

Paralegal

Posting & Application Period:
February 5 to 25, 2024 (by 5:00 p.m.)

DEPARTMENT: Legislative Service Bureau – Legal Division

STATUS: Full-Time

MINIMUM SALARY: \$22.01 hourly | Pay Range F on Legislative Council Salary Schedule

JOB LOCATION: Boji Tower–3rd Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF JOB DUTIES

Performs work to support and assist the Legal Division in providing various services to legislators and their staff. Conducts federal, state, and local legal and other research and prepares legal memoranda under the supervision of a Division attorney. Assists Division attorneys in the preparation or processing of legislation. Attends committee and drafting meetings for note-taking purposes when necessary. Monitors conflicts and prepares conflict amendments and substitutes as directed by division attorneys. Checks bills throughout the legislative process for accuracy in citations to state and federal law and internal references. Reviews proposed draft administrative rules for form, classification, and arrangement, including checking various federal and state legal citations and internal references, and suggests changes and updates.

REQUIRED EDUCATION

Associate's degree in a paralegal or legal assistant program.

EXPERIENCE/OTHER REQUIREMENTS

- Intermediate-level proficiency in Microsoft Office® required, including experience with database entry and use.
- Strong interpersonal and organizational skills required.
- Familiarity with the legislative process and state statutes desired.
- Candidate should possess a high level of initiative and be able to work independently, have strong customer service skills, exhibit a team-oriented approach, and have the ability to perform multiple tasks and work accurately with attention to detail under time constraints.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan Jobs website at <https://www.governmentjobs.com/careers/michigan>. For full consideration, candidates must include two additional items as attachments in their online application: 1) Cover letter outlining qualifications & interest, and 2) Resume. The deadline to apply is 5:00 p.m. on Sunday, February 25, 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

Employees must be willing and able to work overtime and scheduled on-call shifts as required for legislative session work, including evenings, weekends, and holidays.

The Legislative Service Bureau is a nonpartisan, legislative information and service agency that is part of the Legislative Council. 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. All LSB employees are unclassified, at-will employees, except for Print Shop union members. LSB employees are required to maintain confidentiality and be nonpartisan.

For questions, call the LSB 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, gender identity or expression, sexual orientation, height, weight, arrest record, or handicap. If an accommodation is needed during the application process, contact the LSB Human Resources Office.