



Michigan Legislative Council Job Posting

Print Production Assistant

Posting & Application Period:
July 2 to July 15, 2024 (by 5:00 p.m.)

Department: Legislative Council | Legislative Printing Division

Status & Hours: Full-Time | 37.5 hours per week, Monday–Friday

Minimum Salary: \$22.01 per hour | Pay Range F on Legislative Council Salary Schedule

Job Location: On-site at LSB Print Shop, 3350 Ranger Road, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This position provides administrative support for the Legislative Service Bureau (LSB) Legislative Printing Division and serves as the division's on-site primary contact for customer service and inquiries. Responsibilities include, but are not limited to, performing division purchasing functions, overseeing building maintenance, assisting with production order entry to comply with Council printing rules, file maintenance, division timekeeping, and serving as liaison with contracted cleaning crew. This position serves as back-up and reports to the Print Production Manager.

The Legislative Printing Division is a non-partisan service agency that assists Michigan legislative offices by printing office stationery, letterhead, newsletters, and booklets as well as preparing daily documents generated by legislative sessions, such as journals and legislative bills.

MINIMUM QUALIFICATIONS AND SKILLS

- High school graduate or GED certificate required. Related post-secondary education preferred.
- Minimum three years of prior office experience required. Prior print shop work experience preferred.
- Proficiency using personal computers and software is required, including Microsoft Office Suite and experience with database management. Experience with Adobe Suite preferred.
- Experience with maintaining time keeping records and office purchasing functions preferred.
- Billing and inventory management experience preferred.
- 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 www.governmentjobs.com/careers/michigan. The deadline to apply is 5:00 pm on July 15, 2024.

Applicants must include the following items as separate attachments in the online application for full consideration: 1) Cover letter outlining interest and qualifications and 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

Application materials for this position are subject to the Freedom of Information Act (MCL 15.231, et. seq.). 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," except for LSB Printing Division union members. Employees are required to be non-partisan.

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.

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