

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Administrative Assistant

GRADE: 3

REPORTS TO: Director

POSITION SUMMARY: This is an at-will, non-partisan position. Administrative Assistant serves as the assistant to the Director and Deputy Director and oversees production of Agency reports, publications, and presentations. Maintains Agency budget tracking data files. Assists with other projects and duties as required.

PRINCIPAL ACCOUNTABILITIES:

1. Types and proofreads reports, budget related material, and correspondence for the Director.
2. Coordinates report/publication printing and distribution.
3. Serves as a liaison to the Business office, consignment, print shops, and carpenter shop.
4. Prepares Agency financial statements from information provided by House Business Office.
5. Maintains Agency attendance records and approves timecards for payroll.
6. Formats, designs, and updates Agency organization chart.
7. Maintains appropriate Agency files.
8. Coordinates staff recruitment efforts and sits on the interview panel for Budget Assistant positions, Front Office Coordinator, and Pages.
9. Composes routine correspondence for the Director's signature.
10. Supervises the daily workloads of Pages.
11. Handles requests for Agency publications.

12. Serve on internal Agency committees.
13. Available for any special projects as deemed necessary for the effective execution of the Agency's mission by the Director.

JOB QUALIFICATIONS: The qualified applicant must possess a strong work ethic with a minimum of one year office management or government related experience. Knowledge of Agency practices, procedures, equipment, and applicable software. The Administrative Assistant must have the skills to use diplomacy, discretion, and judgment in giving out information and the ability to remain composed during stressful situations. The individual must also have professional writing skills with attention to punctuation and grammar and the knowledge to organize and compose business letters, reports, charts, etc.

NOTE: This position description is not intended to be inclusive of all employee duties and responsibilities. These may change at the discretion of the director or his/her designee.