

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Budget Assistant

GRADE: 2

REPORTS TO: Associate Director or Deputy Director

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Budget Assistant is responsible for document preparation, coordinating meeting schedules, and other necessary functions to support Fiscal Analysts' responsibilities. Responsible for Agency website.

**PRINCIPAL ACCOUNTABILITIES:**

1. Refines analyst prepared documents, inputs data into spreadsheets, and coordinates data collection projects involving several Agency analysts.
2. Handles scheduling of all subcommittee and conference committee meetings and public notice requirements.
3. Maintains and supports Agency website.
4. Provides back-up telephone and reception coverage as determined by the Director.
5. Serves on internal Agency committees.
6. Available for any special assignments or projects as deemed necessary for the effective execution of the Agency's mission by the Director, or an Associate Director.

**JOB QUALIFICATIONS:** The Budget Assistant must possess strong clerical and office management skills and the knowledge to use computer equipment and software. Must possess the ability to communicate effectively, both orally and in writing. Also, must possess strong punctuation, writing structure, and document preparation skills. Must exhibit initiative, independence, and the ability to motivate oneself to the completion of various projects.

**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.