

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Office Coordinator  
GRADE: 1  
REPORTS TO: Administrative Assistant

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POSITION SUMMARY: This is an at-will, non-partisan position. The Office Coordinator is responsible for full-time coverage of the reception area and telephones for the House Fiscal Agency.

PRINCIPAL ACCOUNTABILITIES:

1. Cover incoming telephone calls—screening callers, referring calls to proper staff members, and taking and properly distributing messages.
2. Greet all guests of the Agency and inform the appropriate staff member of their arrival.
3. Maintain mailing lists.
4. Track appropriation bills and maintain a bill status tracking report.
5. Assign House and Senate non-budget bills to appropriate Fiscal Analysts based on topic area.
6. Coordinate Agency office supply inventory, monitor copier and laser printer supplies, and process supply orders.
7. Serve as contact for office maintenance and facility issues.
8. Assist with other projects and duties as required.

JOB QUALIFICATIONS: The Office Coordinator must be dependable and have excellent interpersonal skills, knowledge of proper telephone etiquette, and the ability to operate a multi-line/multi-function telephone. Must have basic computer skills and able to organize and maintain files, lists, and supplies. Must be able to maintain composure during stressful situations.

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.

Revised: July 1, 2016