

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Administrative Assistant I
GRADE: 4
REPORTS TO: Clerk of the House, Business Director, or Central Staff Director

POSITION SUMMARY: This is an at-will position, partisan or non-partisan. The Administrative Assistant I manages the reception desk and serves as the primary contact for Members and staff.

The Administrative Assistant I must possess excellent written and oral communication skills, organizational and office management skills as well as extensive technology skills with various applications. The individual must work well in a fast paced work environment without direct supervision, and maintain the ability to exercise initiative and good judgment.

PRINCIPAL ACCOUNTABILITIES: The Administrative Assistant I is responsible for handling the office calendar, answer the telephone, respond to emails, filter mail, compose, proof, edit and mail correspondence, maintain a filing system and spreadsheets, handle various special projects and ensure positive and productive relations with staff, Member offices and interest groups. This individual is responsible for other duties as assigned.

JOB QUALIFICATIONS: The qualified applicant must possess a strong work ethic with more than two years of experience in office management.