

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Constituent Relations Analyst II

GRADE: 7

REPORTS TO: Central Staff Director

POSITION SUMMARY: This is an at-will, partisan position. The Constituent Relations Analyst II will assist State Representatives as they communicate with their constituency.

NATURE AND SCOPE: The Constituent Relations Analyst II must possess strong written and oral communication. The analyst is responsible for facilitating communication between Members and their constituents by means of in-district events, constituent casework, outreach, and written correspondence. The Constituent Relations Analyst II also assists with legislative office duties.

PRINCIPAL ACCOUNTABILITES: The Constituent Relations Analyst II will be assigned specific Members to serve as their analyst. As a level II analyst, this individual may serve as a mentor to others within the section. The Constituent Relations Analyst II must have an understanding of the legislative agenda, current events relative to each assigned district, as well as state-wide issues. This individual performs administrative tasks and other duties as needed.

Strong interpersonal skills are required to ensure effective communication with the Members, staff, and constituents.

JOB QUALIFICATIONS: Bachelor's degree, with a concentration in communications, and/or equivalent position related experience.