

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Constituent Relations Analyst III

GRADE: 8

REPORTS TO: Central Staff Director

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

**NATURE AND SCOPE:** The Constituent Relations Analyst III 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 III also assists with legislative office duties.

**PRINCIPAL ACCOUNTABILITES:** The Constituent Relations Analyst III will be assigned specific Members to serve as their analyst. As a senior staff analyst, this individual serves as a leader and mentor for others within the section. The Constituent Relations Analyst III 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 assigned.

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 five years of extensive communications related experience.