

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Document Management Clerk

GRADE: 9

REPORTS TO: Clerk of the House

POSITION SUMMARY: This is an at-will, non-partisan position. The Document Management Clerk is assigned to specialize in one or more of the following areas; Bill and Resolution Clerk, Introduction and Enrolling Clerk, and/or Journal Clerk. Additionally, the Document Management Clerk serves as the lead on special projects within the Clerk's office as assigned by the Clerk of the House.

The Document Management Clerk must have an overall knowledge of session staff responsibilities within the Clerk's office and may serve as a leader and mentor for other members of the Clerk's staff.

The Document Management Clerk assists the Clerk of the House with document flow on the House floor during House session.

The Document Management Clerk must possess the interpersonal skills to ensure effective communication with the Members, staff, Senate staff, and the Executive branch.

This individual is responsible for other duties as assigned.

JOB QUALIFICATIONS: The qualified applicant must possess a working knowledge of Microsoft Office Suite products and Windows operating systems. Prior Clerk's office experience and an in depth knowledge of the legislative process are required. A post-secondary degree is not required but is preferred.