

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Legislative Aide/Constituent Services II

GRADE: 4

REPORTS TO: State Representative

POSITION SUMMARY: This is an at-will, partisan position. The Legislative Aide/Constituent Services II provides office assistance and administrative support to a specific Member in order to allow the Representative to effectively serve constituents and accomplish his or her legislative agenda.

PRINCIPAL ACCOUNTABILITIES: The Legislative Aide/Constituent Services II helps to manage the Member office by performing the following tasks when directed and without direct supervision, as well as other duties as assigned:

- Managing the Representative's calendar and schedule
- Organizing daily tasks
- Preparing materials for session, committees, and meetings
- Attending and participating in meetings on behalf of the Representative
- Answering the telephone, opening and sorting incoming mail, and maintaining the district email account
- Maintaining positive constituent relations and responding to constituent inquiries, including those that involve communications with state departments rather than legislative action
- Working with central caucus staff to help further the Member's legislative agenda and that of his or her caucus

The individual is expected to become deeply familiar with the nature, demands, and expectations of the Member's constituency. Each Representative determines the scope of assigned authority within the office and the Legislative Aide/Constituent Services II must be able to adapt and respond to demands that can increase or decrease according to ever-changing issues on the legislative agenda and importance to the communities represented.

JOB QUALIFICATIONS: Associate degree and/or equivalent position related experience. The individual must be professional, resourceful, and possess strong administrative, organizational, and clerical skills. The individual must also have knowledge of Microsoft Office, the legislative process, and the operations of state government.

Strong interpersonal skills are required to ensure effective communication with the Member, other staff, and constituents while working to meet close deadlines in a highly visible and political position.

Revised: July 1, 2016