

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Legislative Clerk II

GRADE: 7

REPORTS TO: Clerk of the House

POSITION SUMMARY: This is an at-will, non-partisan position. The Legislative Clerk II is assigned to specialize in one or more of the following areas:

1. Bill and Resolution Clerk – The House Bill and Resolution Clerks are responsible for maintaining and updating all bills, resolutions, concurrent resolutions, and joint resolutions as they are acted on in the House of Representatives. They prepare the daily House Calendar. The Bill and Resolution Clerks maintain the status of legislative action on bills and resolutions. The Bill and Resolution Clerks process proposed amendments and substitute bills. They incorporate adopted amendments and resolutions into the bills or resolutions. The Resolution Clerk processes and prints non-business resolutions.
2. Introduction and Enrolling Clerk – The Introduction and Enrolling Clerks are responsible for the receipt, processing, and printing of all House bill and joint resolution introductions. They process House enrolled bills and joint resolutions for proofreading, printing, and presentation to the Governor. Introduction and Enrolling Clerks maintain the status of bills and joint resolutions prior to and following House action. Introduction and Enrolling Clerks receive Public Act and Veto letters for transmission to the Clerk of the House.
3. Journal Clerk – The Journal Clerks build and prepare for publication the House Journal, which is the official record of proceedings for the House of Representatives. They proof the House Journal and process corrections. The Journal Clerks prepare for printing, binding, and distribution of the House Bound Journals at the end of the year.

The Legislative Clerk II is detail oriented with strong written and oral communication skills. The ability to work in a fast paced, high pressure environment is required. The Legislative Clerk II performs duties in a non-partisan and confidential manner. As a senior Legislative Clerk, this individual serves as a leader and mentor for others within the Clerk's office. 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. Knowledge of the legislative process and prior experience with the legislative branch of government are required. A post-secondary degree is not required but is preferred.