

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Legal Services Assistant
AGENCY: Legislative Service Bureau
DIVISION: Legal Division, Support Services Unit
SALARY SCHEDULE RANGE: E
STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

Following established guidelines and procedures, the individual in this position provides a unique service to attorneys and the Michigan Legislature by processing legislative documents using customized Microsoft Word software. The individual performs support service duties for bill documents as they move through the legislative process. This individual also performs general office tasks and may assume primary responsibility for other specific job functions. The individual works under the direction of the Support Services Section Manager.

EXAMPLES OF WORK:

- Processes a variety of legislative bill documents into customized software programs.
- Uses comparison tools to ensure the accuracy of Michigan Compiled Laws within legislative documents.
- Prepares correspondence and other materials for attorneys; edits attorney-prepared documents, as necessary.
- Maintains confidentiality of documents and information received.
- Assures work product quality and quality control by reviewing documents for completeness and accuracy.
- Performs general office procedures as required.
- Assists with mentoring new Legal Services Assistants and serves as a resource for training new Legal Division attorneys.

- Assists other Legal Division support staff with various functions as needed, including the Request System Coordinator, Drafting Editors, Editorial Assistant, and staffing the Division reception desk for the Client Services Coordinator.
- May assume primary responsibility for any of the following job functions:
1) Maintaining and updating the conflict system; 2) Preparing committee notices; and 3) Preparing enrolled bills and converting to Public Acts.
- Assist with the duties for processing appropriation bills, including conference reports.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Knowledge of bill drafting terminology, legislative document styles and formats, and legislative procedures.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Ability to comfortably use intermediate functions of Microsoft Word and database programs.
- Ability to operate standard office equipment, including but not limited to, computers, printers, telephone systems, and copiers.
- Ability to learn and use internal software programs, including email, timekeeping, employee self-service, and MichLaw document management system.
- Ability to comfortably learn and use the functions of MiLenia.
- Ability to perform multiple tasks and work accurately under time constraints, deadlines, and intense pressure.
- Ability to communicate effectively, both orally and in writing, in a clear, concise, and organized manner.
- Ability to deal with frequent changes, delays, and unexpected events.
- Ability to maintain highly favorable public relations with co-workers and external customers.

- Ability to work in a team environment and exhibit a high-level of positive interpersonal skills.
- Ability to accurately format and process documents.

MISSION STATEMENT PRINCIPLES AND GOALS:

- Displays a team-oriented attitude toward co-workers and other Legislative Council Staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- High school graduate or possession of GED certificate required.
- Three years' experience in an office setting preferred.
- Intermediate-level experience in the use of personal computers, including proficiency in Microsoft Word and database use, required.
- Paralegal certificate or experience in a law office setting desired.
- Knowledge of the legislative process and bill drafting terminology desired.
- Equivalent combination of education and experience of above acceptable.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work overtime as required, including holidays, evenings, and weekends.