

**MICHIGAN SENATE  
COMMITTEE CLERK**

**POSITION POSTING**

**COMMITTEE CLERK**

**Summary Position Description:** The Senate Clerks' Office is looking for a highly organized individual to clerk several standing committees in the Michigan Senate. Duties include: coordinating with chairman's offices, distributing committee materials, documenting and reporting legislative action, providing administrative support for meetings and maintaining formal records in accordance with the Senate Rules.

**Minimum Qualifications include:** Previous legislative office experience and knowledge of the committee process is helpful, but not required. Candidates must be organized, communicate effectively, have a positive attitude and working knowledge of Microsoft Outlook and Office.

**Status:** Full-time with a standard benefits package.

**Salary:** Commensurate with qualifications and experience.

**Governing Caucus:** Republican

This is a non-civil service, at-will position.

**Interested applicants please direct inquiries and resumes to:**

Senate Committee Clerks  
Attn: Scott Jones  
Office  
P.O. Box 30036  
Lansing, MI 48909  
Email: [ofcsmcc@senate.michigan.gov](mailto:ofcsmcc@senate.michigan.gov)

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-1675.