

**Michigan Senate
Senate Business Office**

POSITION POSTING

Senate A.M. Courier

Summary Position Description:

Under the direction of the Senate Business Office and supervised by the General Services office, employees in this class provide a wide range of services including receiving and delivering documents, supplies and equipment, assisting with postal duties, copying and printing documents, and general office duties.

Qualifications:

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

Must be at least 18 years old and at minimum a part time college student. Other combinations of education and experience may be evaluated on an individual basis. Some prior responsible work experience required.

Status: Part-time, A.M. Schedule – schedule is subject to change at the discretion of the Senate Business Office. 9 A.M. -1 P.M. Monday through Friday.

Salary: \$10.00 per hour

A detailed job description for this position may be obtained from the Senate Human Resources Office, 2nd floor Binsfeld Office Building, 373-1675.

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

Please send resume and cover letter by 5:00 p.m., Friday, January 19, 2018 to:

Senate General Services
Attn: James Lenon
P.O. Box 30036
Lansing, MI 48909-7536
or
fax to (517) 373- 7455

The Michigan State 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 517 373-1675.