

**MICHIGAN SENATE  
SENATOR JONES**

**POSITION POSTING**

**EXECUTIVE ASSISTANT**

**Summary Position Description:** The person in this position greets visitors, answers telephones and distributes mail. This position is responsible for maintaining close contact with the Senator and Chief of Staff, coordinating the Senator's daily calendar of events and scheduling all appointments. Duties will include drafting constituent correspondence, and managing office supplies.

**Minimum Qualifications include:** Superior telephone and organizational skills. Excellent grammar, proofreading, spelling and communications skills. Knowledge of Word (or other word processing software). Experience working in an office environment. Some post high school education is desired. Legislative experience a plus.

**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 by 5:00 p.m.,  
Wednesday, January 17 to:**

Jess Averill-Hammond  
Javerill-hammond@michigan.gov  
517-373-3447

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 373-1675.