

**Michigan State Senate  
Office of the Secretary of the Senate**

**POSITION POSTING**

**SESSION AMENDING CLERK**

**Summary Position Description:**

The person in this position performs a wide range of legislative and support services for the Michigan State Senate. This employee provides technical expertise and assistance to the legislative offices and staff.

A Session Amending Clerk receives, verifies, and makes technical corrections to committee reports and amendments considered by the Senate; electronically retrieves amendments, bills, and substitutes from the Legislative Service Bureau; incorporates adopted amendments into official bills and resolutions; maintains various records and listings; and responds to legislative inquiries.

**Qualifications:**

Associate's degree in a related field or equivalent work experience; minimum typing speed of 60 wpm; proficiency in Microsoft Word; strict attention to detail; excellent grammatical and proofreading skills; ability to handle multiple tasks; and work in a fast-paced environment. Legislative experience helpful.

**Status:** Full-time with benefits; Non-Partisan

**Salary:** \$29,703 - \$40,035

Detailed job description for this position may be obtained from the Senate Human Resources Office, 2<sup>nd</sup> Floor, Suite 2500, Binsfeld Office Building, 201 Townsend, Lansing, MI 48933; telephone (517) 373-1675.

This is an At-Will, Non-Civil Service position.

**Please send resume and cover letter by 5:00 p.m. Monday, March 19, 2018, to:**

Senate Human Resources  
P.O. Box 30036  
Lansing, MI 48909-7536

or

Fax (517) 373-7455

or

E-mail [resumes@senate.michigan.gov](mailto:resumes@senate.michigan.gov)

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.