

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

POSITION POSTING

SESSION ENROLLING 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 will provide technical support and assistance to the legislative offices and staff.

A Session Enrolling Clerk receives, numbers, and prepares Senate bills and resolutions for introduction, printing, enrollment, and presentation to the Governor; electronically retrieves bills from the Legislative Service Bureau (LSB) bill drafting system; organizes referral of bills for the Senate Majority Leader; proofreads enrolled Senate bills to ensure accuracy of legislative enactments; receives and processes bills signed by and veto messages received from the Governor; makes documents available in electronic format; and responds to legislative inquiries.

Qualifications:

Associate's degree in a related field or equivalent work experience; a minimum typing speed of 60 wpm; word processing proficiency in Word; strict attention to detail; excellent grammatical and proofreading skills; the 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 descriptions for these positions may be obtained from the Senate Business Office, 201 Townsend St., Suite 2500, Lansing, MI 48933; telephone (517) 373-1675.

This is a non-partisan, at-will, non-Civil Service position.

Please send resume and cover letter by 5:00 p.m., September 26, 2017 to:

Office of the Secretary of the Senate

Attention: Session Manager

P.O. Box 30036

Lansing, MI 48909-7536

or

Fax (517) 373-7455

or

E-mail sessionmanager@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 (517) 373-1675.