

# MICHIGAN SENATE

## SENATOR MCCANN POSITION POSTING

### LEGISLATIVE AIDE

#### SUMMARY:

Under the direction of the Senate Member and the Chief of Staff, the Legislative Aide will be responsible for duties including, but not limited to, handling the Senate Member's schedule; attending district events assisting with constituent casework and communication; drafting responses to constituent and legislative inquiries through letters, emails, and phone calls; assisting with administrative and reception duties such as greeting visitors, answering telephones, and distributing mail; and maintaining close contact with the Senate Member and Chief of Staff. Travel to Lansing on session days will be required.

#### ESSENTIAL JOB FUNCTIONS:

- Based in Kalamazoo County
- Maintains Senate member's calendar, schedules, appointments, and meetings
- Attends district and/or legislative meetings on behalf of the Senate Member during evenings and possibly weekends
- Drafts responses to constituent and legislative inquiries through letters, email, and phone calls
- Assists with administrative and reception duties such as greeting visitors, answering telephones, and distributing mail
- Maintains close contact with the Senate Member and Chief of Staff
- Monitors legislative developments
- Responds to outside inquiries on legislation
- Reviews mail, email, constituent casework, articles, and press releases related to legislation
- Corresponds with and meets with constituents, as necessary
- Provides information on and generates ideas for press, mass mailings, and newsletters
- Travels to Lansing on Senate session days as directed by the Senate member or Chief of Staff
- Performs special projects assigned by the Senate Member or Chief of Staff

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends session and committee meetings, as necessary
- Organizes and compiles files concerning legislation

#### EDUCATION/EXPERIENCE:

- Bachelor's degree preferred
- Prior legislative or executive branch experience preferred
- Administrative experience strongly preferred; including proficiency with Microsoft Office and Outlook
- Other combinations of education and experience evaluated on an individual basis

#### SKILLS AND KNOWLEDGE REQUIRED:

- Ability to represent the Senate Member in a professional and courteous manner
- Excellent grammar, proofreading, spelling and communications skills
- Ability to work independently and self-motivated, assuming responsibility without direct supervision or direction

- Ability to speak in front of large groups, including public meetings
- Excellent written and verbal communication skills
- Ability to develop and maintain good working relationships with colleagues, legislators and with staff, lobbyists, and other interest groups
- Ability to work independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Ability to work outside of normal work schedule, as necessary
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to use diplomacy, discretion, and good judgment when disseminating information

This job description is not intended as a comprehensive list of all the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Hourly

HOURLY: \$20-24 per hour, 20 – 29.5 hours per week, evenings and weekends primarily

GOVERNING CAUCUS: Democrat

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

Interested applicants, please direct inquiries, cover letters, and resumes to:

Senator McCann

PO Box 30036

Lansing, MI 48909

Email: [SMuchmore@senate.michigan.gov](mailto:SMuchmore@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, gender identity or expression, sexual orientation 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