MICHIGAN SENATE
SENATOR-ELECT MURPHY
POSITION POSTING

SCHEDULER

SUMMARY:

Under the direction of the Senator-Elect and the Chief of Staff, the Scheduler manages the calendar and constituent casework for the Senator-Elect's office, often serving as a liaison between constituents and state departments to resolve various issues for constituents. As necessary, the Scheduler answers incoming phone calls from constituents and drafts constituent correspondence.

ESSENTIAL JOB FUNCTIONS:

- Serves as a primary point of contact for the Senator-Elect's constituent casework
- Answers incoming phone calls and greets the public and visitors to the Senator-Elect's office
- Schedules meetings and other appointments for the Senator-Elect and the Chief of Staff
- Meets with constituents
- Answers and responds to constituent phone calls, email, and mail
- Contacts and coordinates with state departments to resolve constituent issues
- Coordinates the schedules of the Senator-Elect and Chief of Staff
- Performs special projects assigned by the Senator-Elect or Chief of Staff

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends community events on behalf of the Senator-Elect, as necessary
- Monitors and reviews news articles from the Senator-Elect's district
- Assists with general administrative tasks, including copying, filing, proofreading, and answering incoming calls, as necessary
- Performs all other duties as assigned by the Senator-Elect or the Chief of Staff

EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) required; Bachelor's degree preferred
- Work experience in government or government affairs preferred
- Legislative Experience Preferred
- Knowledge of legislative process and prior legislative experience strongly preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Knowledge of the legislative process and of the structure and policies of State government
- Ability to effectively communicate with constituents who may be frustrated, distraught, or confrontational

- Ability to develop and maintain good working relationships with colleagues, legislators and with staff, lobbyists, and other interest groups
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Ability to work outside of prescribed hours when 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 maintain confidentiality of information
- Ability to work independently and as part of a team
- Ability to use diplomacy, discretion, and good judgment when disseminating information

This job description is not intended as a comprehensive list of all of 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: Salaried, with a standard benefit package
SALARY: Negotiable based on experience
GOVERNING CAUCUS: Republican

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

Interested applicants, please submit three references, a writing sample, resume and highlighted areas of Social Media skills
to:

Human Resources
PO Box 30036
Lansing, MI 48909
Email: Resume@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.