

MICHIGAN SENATE

DEMOCRATIC SENATOR OFFICE

POSITION POSTING

SCHEDULER

SUMMARY:

Under the direction of the Senate Member and the Chief of Staff, the Scheduler greets visitors, assists with answering incoming phone calls, distributes mail, assists with scheduling and coordination of meetings for the Senate Member, Chief of Staff, and other staff. The Scheduler is responsible for planning special district events for the Senate Member. The Scheduler may also assist in drafting correspondence and assist with constituent casework and special projects, as necessary.

ESSENTIAL JOB FUNCTIONS:

- Greets the public and visitors to the Senate Member's office
- Schedules meetings and other appointments for the Senate Member with the coordination and at the direction of the Chief of Staff
- Schedules meetings for the Chief of Staff and other office staff at the direction of the Chief of Staff
- Coordinates the schedules of the Senate Member and the Chief of Staff
- Answers incoming office phone calls
- Manages the district inbox to ensure that all email correspondence gets delegated to the proper staff, following up as needed
- Drafts correspondence
- Assists with constituent casework, as necessary
- Manages the intern program for the office including recruitment, task delegation, and serving as the point of contact for Senate Business Office inquiries
- Distributes office mail
- Organizes special events for the Senate Member, as necessary
- Performs special projects assigned by the Chief of Staff or the Senate Member

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends community events with or on behalf of the Senate Member, as necessary
- Attends committee meetings, as necessary and assigned by the Chief of Staff
- Monitors and reviews news articles for the Senate Member's district
- Performs general administrative tasks, including copying, filing and proofreading
- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) with additional schooling or relevant work experience required
- Bachelor's degree, knowledge of the legislative process, and prior legislative experience preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to work with officials, staff, and the public in a professional and courteous manner
- Ability to effectively communicate with constituents who may be frustrated, distraught, or confrontational
- 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
- 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 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: \$40,000 - \$60,000

GOVERNING CAUCUS: Democratic

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

**Interested applicants, please submit a cover letter and resume
to:**

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, 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.