

MICHIGAN SENATE

SENATOR KLINEFELT

POSITION POSTING

ADMINISTRATIVE ASSISTANT/SCHEDULER

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Administrative Assistant greets visitors, answers incoming phone calls, distributes mail, maintains office supplies, and assists with the scheduling and coordination of meetings and other events. The Administrative Assistant also drafts correspondence and assists with constituent casework and special projects, as necessary.

ESSENTIAL JOB FUNCTIONS:

- Answers incoming phone calls and greets the public and visitors to the Senate Member's office
- Schedules meetings and other appointments for the Senate Member and Chief of Staff
- Coordinates the schedules of the Senate Member and Chief of Staff
- Drafts correspondence
- Assists with constituent casework, as necessary
- Distributes office mail
- Maintains stock of office supplies
- Performs special projects assigned by the Senate Member or Chief of Staff

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends committee meetings, as necessary
- Attends community events on behalf of the Senate Member, as necessary
- Monitors and reviews news articles from the Senate Member's district, as necessary
- 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 legislative process, and prior administrative 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 use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Excellent time management skills and ability to multi-task and prioritize assignments
- Ability to work outside of normal work schedule, as necessary
- Ability to maintain favorable public relations
- Ability to work independently and as part of a team
- Ability to use diplomacy, discretion, and good judgment when disseminating information

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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.

All offers of employment at the Michigan Senate are contingent upon clear results of a criminal history background check. Background checks will be conducted after a tentative offer of employment has been made and accepted.

STATUS: Salaried, with a standard benefit package

SALARY: \$48,000

GOVERNING CAUCUS: Democrat

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

**Interested applicants, please submit
a cover letter and resume by December 13th to:**

PO Box 30036

Lansing, MI 48909

Email: ELefko@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, sexual orientation, gender identity or expression, 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.