

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Page
GRADE: Part-Time Employee
REPORTS TO: Administrative Assistant

POSITION SUMMARY: This is an at-will, non-partisan position. A Page is a miscellaneous hourly paid employee who expedites the flow of legislative communications from one building to another.

PRINCIPAL ACCOUNTABILITIES:

1. Deliver and/or pick up interdepartmental mail to specified offices
2. Assist other support staff with reception desk duties, copy jobs, labels, mailings, etc.

JOB QUALIFICATIONS: The Page must be a dependable, college student with the ability to work in all types of weather conditions to complete deliveries in the downtown area. Excellent telephone and interpersonal skills as well as the ability to work congenially with all types of people. Must be at least 18 years old and possess a valid driver license.

NOTE: This position description is not intended to be inclusive of all employee duties and responsibilities. These may change at the discretion of the director or his/her designee.