

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Assistant Clerk of the House

GRADE: 12

REPORTS TO: Clerk of the House

POSITION SUMMARY: This is an at-will position. The Assistant Clerk of the House assists the Clerk of the House in the operation of the Office of the Clerk which is the parliamentary office for the House of Representatives. The Assistant Clerk of the House is appointed by the Speaker of the House, with recommendation from the Minority Leader of the House.

The Assistant Clerk of the House assists the Clerk of the House in overseeing the preparation of various legislative documents, including the House journal and the daily calendar, which specifies the order of pending business; the printing and reproduction of bills, acts, or other documents; and in the care and preservation of each bill introduced in the House or received from the Senate.

The Assistant Clerk of the House may have an active parliamentary role during legislative sessions. The Assistant Clerk may call the role, announce the proceedings of the House, records votes, and serve as the parliamentarian and preside in the absence of a designated presiding officer.

The Assistant Clerk of the House assists the Clerk of the House in the care and maintenance of the chambers of the House of Representatives and other duties as assigned.