

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Associate Legal Counsel

GRADE: 9

REPORTS TO: Central Staff Director/General, Majority, or Minority Counsel

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**POSITION SUMMARY:** This is an at-will, partisan position. In addition to providing policy support, analysis, and advice regarding a particular subject to the Members of the caucus, the Associate Legal Counsel advises Members on legal ramifications and constraints relating to public policy and legislative operations. This can include, for example, statutory and constitutional interpretation services, as well as advising on ethical issues and parliamentary procedure. The individual also provides bill drafting advice and services to the caucus as needed.

**PRINCIPAL ACCOUNTABILITES:** As a legal advisor, the Associate Legal Counsel works under the direction of supervising counsel and assists said counsel in the performance of his or her official duties. The individual may also be assigned to special projects as needed. The Associate Legal Counsel may also serve the role as a Policy Advisor under the direction of the caucus Policy Director.

The Associate Legal Counsel must be familiar with House rules, policies, and guidelines, as well as parliamentary procedure. The individual must continuously monitor and analyze legal developments and jurisprudence relevant to public policy and the operation of the Legislature.

**JOB QUALIFICATIONS:** Juris Doctor from an accredited law school and active membership in the Michigan State Bar required. The individual must be familiar with the legislative process and state government.

In addition to the skills relevant to position of Policy Advisor, the individual must possess strong legal research, writing, analysis, and oral presentation skills, as well as the temperament and personality to function effectively in a high pressure, fast-paced, political environment.