

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Clerk of the House

GRADE: 13

REPORTS TO: Speaker of the House and the entire Membership

POSITION SUMMARY: The Clerk of the House operates the Office of the Clerk which is the parliamentary office for the House of Representatives. The Clerk of the House supervises the Assistant Clerk of the House, the Document Management Clerk, the Committee Clerk Director, the Committee Clerks, the Legislative Clerks, the Sergeant-At-Arms, and administrative assistants and part-time employees assigned to the Clerk's Office.

The Clerk of the House oversees 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 is responsible for the care and preservation of each bill introduced in the House or received from the Senate.

The Clerk of the House, whose duties are stipulated in statute, House Rule, Joint Senate and House Rules, and at the direction of the Membership, is elected by the Members of the House. The Clerk has an active parliamentary role during legislative sessions. The Clerk calls the role, announces the proceedings of the House, records votes, and serves as the parliamentarian and presides in the absence of a designated presiding officer.

The Clerk of the House is the administrator of the House Sergeant-At-Arms Police agency and serves on the Michigan State Capitol Commission.

The Clerk of the House is responsible for the care and maintenance of the chambers of the House of Representatives and other duties as assigned.