

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Deputy Legal Counsel

GRADE: 10

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

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 Deputy 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: The individual serves as a Deputy to the Majority or Minority Counsel, or General Counsel, as applicable. Consequently, the Deputy Legal Counsel works under the direction of said counsel and may be delegated any of his or her duties. The Deputy Legal Counsel also serves as a supervisor and mentor to an Associate Legal Counsel, as applicable. The individual may also be assigned to special projects and/or the role of Policy Advisor under the direction of the caucus Policy Director.

The Deputy 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 deeply familiar with the legislative process and state government, and have at least two years of experience practicing law.

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.