

# MICHIGAN HOUSE OF REPRESENTATIVES

## POSITION DESCRIPTION

POSITION: General Counsel

GRADE: 15

REPORTS TO: Speaker of the House/Chief of Staff

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The General Counsel, at the appointment and direction of the Speaker, provides legal representation to the House as an institution. Additionally, the General Counsel is the ultimate advisor on legal ramifications and constraints relating to public policy and legislative operations, and ensures that the House is compliant with state and federal laws, as well as House rules.

**PRINCIPAL ACCOUNTABILITES:** The General Counsel is the chief legal counsel to the House. Accordingly, the individual advises the Speaker and House administrative offices, including the Clerk and all chief officers, on all matters, including contract review, employment disputes, ethics, and internal investigations.

The General Counsel actively manages all litigation in which the House is a party, including through representation by the Attorney General and/or outside counsel. The individual also provides supervision and direction to Majority and Minority Legal Counsel to ensure that all House attorneys properly and ethically represent the interests of the House in the performance of their duties. The General Counsel may also take on the duties and obligations of Majority Legal Counsel when so appointed by the Speaker.

The General Counsel must be deeply familiar with House rules, policies, and guidelines, as well as parliamentary procedure, employment laws, and Article IV of the Michigan Constitution. The individual must continuously monitor and analyze active legislation from a legal perspective, as well as stay educated on legal developments and jurisprudence relevant to the State 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, as well as have at least four years of experience practicing law. Strong preference is given to individuals with litigation and/or state government experience.

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.