

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Legislative Aide/Policy Services II

GRADE: 6

REPORTS TO: State Representative

POSITION SUMMARY: This is an at-will, partisan position. The Legislative Aide/Policy Services II performs research and assists with the development of legislation to help the Member accomplish his or her legislative agenda and ensures that the Representative effectively serves his or her constituents.

PRINCIPAL ACCOUNTABILITES: The Legislative Aide/Policy Services II helps to manage the Member's office and legislative agenda by performing the following tasks when directed, as well as other duties as assigned:

- Preparing materials for session, committees, and meetings
- Attending and participating in meetings on behalf of the Representative
- Staffing committee meetings
- Planning district meetings
- Researching and developing legislation
- Maintaining positive constituent relations and responding to constituent inquiries, including those that involve legislative action
- Working with bill drafters, policy advisors, and stakeholders to analyze and address concerns related to specific legislation
- Working with central caucus staff to help further the Member's legislative agenda and that of his or her caucus

The individual is expected to become familiar with the nature, demands, and expectations of the Member's constituency. Each Representative determines the scope of assigned authority within the office and the Legislative Aide/Policy Services II must be able to adapt and respond to demands that can increase or decrease according to ever-changing issues on the legislative agenda and importance to the communities represented. The Legislative Aide/Policy Services II is expected to serve as a mentor for other Member office staff.

JOB QUALIFICATIONS: Bachelor's degree and/or five years of legislative related experience. The individual must be professional, resourceful, and possess strong research, writing, and administrative skills. The individual must be familiar with the legislative process and state government operations.

Strong interpersonal skills are required to ensure effective communication with the Member, other staff, and constituents while working to meet close deadlines in a highly visible and political position.

Revised: July 1, 2016