



POSITION POSTING

FRONT OFFICE BUDGET ASSISTANT

The House Fiscal Agency is a nonpartisan agency within the Michigan House of Representatives. Agency personnel provide confidential, nonpartisan expertise to House Appropriations Committee members and all other members of the House on all legislative fiscal matters.

Position Description: Tracks appropriation bills and maintains a bill status report; assigns House and Senate bills to appropriate Legislative and Fiscal Analysts based on topic area; monitors actions of appropriation committee/subcommittees; proofreads agency publications. Oversees reception area and routes all incoming telephone calls for the Agency, takes and distributes messages, greets Agency guests; sorts and distributes incoming mail and deliveries; coordinates Agency office supply inventory; serves as contact for office maintenance and facility issues; and assists with other projects and duties as required.

Salary: Commensurate with experience. Entry level salary begins at \$30,000.

Hours: 9:00 a.m. until 5:00 p.m. — Monday through Friday

Minimum Qualifications: Must be dependable. Must possess strong clerical and office management skills. Must have excellent interpersonal skills. Must be able to organize and maintain files, lists, and supplies. Must be able to maintain composure during stressful situations. Must exhibit initiative, independence and the ability to motivate oneself to the completion of various projects. Must be adept with Microsoft Office Suite products.

Governing Caucus: NONPARTISAN

The position posting will remain open until filled.

**Email resume, cover letter, and academic transcripts to:
HFAadministration@house.mi.gov
Attention: Mary Ann Cleary, Director**

Office Address: House Fiscal Agency, 124 North Capitol, P.O. Box 30014, Lansing, MI 48909-7514

Michigan House of Representatives

The position is a non-civil service appointment to state government. All employees of the Michigan House of Representatives are considered "at will" employees.

The Michigan House of Representatives is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record, or disability. If an accommodation is needed during the application process, please contact the House Human Resources Office at (517) 373-3069. An individual needing accommodations must notify the employer in writing, within 182 days after the need is known. Persons denied equal opportunity based on these conditions may file a complaint with the Michigan Civil Rights Commission.