

**Office:** *Representative Julie Rogers*

**Caucus:** *Democratic*

**Description: Legislative Aide/Policy Services**

The Legislative Aide/Policy Services performs research and assists with the development of legislation to help the Member accomplish their legislative agenda. This individual must be familiar with the legislative process, government operations, and the nature of the constituency. This individual attends meetings on behalf of the Representative, will staff committee meetings, and plans district meetings.

This individual will handle legislation and constituent work including researching legislation to solve district issues, communicating with constituents via phone, email and newsletters, and speaking on behalf of the Representative to constituents. This individual performs administrative responsibilities as needed. This individual must have an ability to assume responsibility without direct supervision, exercise initiative and judgment, make decisions within the scope of assigned authority. Each individual Representative determines the scope of assigned authority within the office and the Representative's Legislative Aide/Policy Services must be able to adapt and respond to demands on ever-changing issues on the legislative agenda and importance to the communities represented.

**Salary Range:** *\$60,000 (commensurate with experience)*

**Minimum Qualifications:**

The applicant must be dependable, professional, detail-oriented and possess strong administrative, organizational, and clerical skills. Excellent oral and written communication skills are required. Applicants must be proficient in Microsoft Office and possess the ability to learn other software applications as needed. The applicant needs to be self-motivated, detail-oriented, capable of assuming responsibility without direct supervision or direction, and able to prioritize multiple tasks in a fast-paced environment. Candidates should also have a bachelor's degree and must have government experience with an expertise in state issues.

**\*At least 3 years of experience in legislative policy work is required.**

**Deadline:** *Open until filled*

**Contact Information: Please send resume and cover letter to:**

Michigan House of Representatives  
Human Resources  
P.O. Box 30014  
Lansing, MI 48909-7514  
Or via email to: [HumanResources@house.mi.gov](mailto:HumanResources@house.mi.gov)