MICHIGAN SENATE
SECRETARY OF THE SENATE
POSITION POSTING

ENROLLING CLERK

SUMMARY:

Under direction of the Secretary of the Senate and Session Staff Manager, the employee is responsible for the introduction and printing of all Senate bills and resolutions. This employee drafts resolutions, updates legislative actions, and transmits to and receives messages from the House of Representatives, while also preparing certain bills and resolutions for mailings. This employee is also responsible for the enrollment and presentation of bills to the Governor, including electronically enrolling and proofreading all Senate bills to ensure accuracy of legislative enactments, receiving bills signed by the Governor including veto messages, preparing enacted legislation for permanent record, and performing associated functions of session-related activities.

ESSENTIAL JOB FUNCTIONS

- Receives, numbers, and electronically retrieves all Senate bills and resolutions for introduction in the legislative processing system
- Drafts statewide significance resolutions submitted by Senators, modifies with necessary edit corrections, and distributes copies to designated parties. Logs all received resolutions by request number, sponsor, and type
- Prepares and processes the introduction and referral of bills and resolutions for Senate Leadership, while also preparing House bills for referral
- Records, processes, and verifies co-sponsorship of Senate bills and resolutions
- Prepares and electronically transmit bills and resolutions to the Legislative Service Bureau (LSB) print shop for official printing
- Processes rush printing requests for introduced/enrolled Senate bills
- Maintains and submits notifications about the introduction and filing of Senate bills and resolutions
- Ensures the placement of introduced, as passed, and enrolled versions of all bills and resolutions are on the Senate network and the public Michigan Legislative website
- Receives and processes resolution messages from the House of Representatives and distributes copies to designated parties
- Prepares and electronically enrolls Senate bills for official printing by incorporating and verifying amendments, while also checking for accuracy and technical errors
- Proofreads enrolled Senate bills against existing Michigan law, verifies any changes, obtains appropriates signatures, and presents the official bill(s) to the Governor
- Receives messages from the Governor regarding enrolled Senate bills, processes them for publication in the Journal, and notifies/distributes copies to designated parties
- Conducts various mailings as prescribed for certain bills and business-related resolutions
- Maintains the filing of all official enrolled Senate bills for delivery to the Secretary of State for preservation as permanent records

- Prepares copies of the introduced and enrolled Senate bills for official binding by an independent contractor for delivery to the Michigan Law Library and LSB
- Organizes, files, and stores all official documentation related to introduced/enrolled bills and resolutions and other associated correspondence/records for transmission to the State Records Center

SECONDARY DUTIES AND RESPONSIBILITIES

- Maintains and organizes office supplies for the Secretary of the Senate
- Maintains contact groups in Outlook
- Files annual reports directed to the Secretary of the Senate
- Performs front desk duties as necessary
- Acts as the notary for the Secretary of the Senate
- Implements process and file systems for formal information and FOIA requests routed through Secretary of the Senate

EDUCATION/EXPERIENCE:

- Bachelor's degree in related field or equivalent experience is desired
- Knowledge of the state legislative process, Senate Rules, Joint Rules of the Senate and House of Representatives, and the Constitution of the state of Michigan
- Experience in research recommended
- Other combinations of education and experience may be evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Exude professionalism, while maintaining confidentiality, in a nonpartisan manner
- Must employ strict attention to detail to avoid costly errors
- Prioritize multiple tasks in a fast-paced environment and work within time frames that may be rigid or subject to change on short notice
- Must be service-oriented
- Able to communicate effectively and problem-solve
- Can work both independently and as part of a group
- Demonstrated proficiency in spelling, grammar, proofreading, typing, and shorthand writing
- Experience with Microsoft, including but not limited to, email, Word (including add-ons), and Excel

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package
SALARY: $46,000 - $50,000, based on experience
GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

Interested applicants, please submit a cover letter and resume by Wednesday, November 11, 2026 to:

Secretary of the Senate Daniel Oberlin
PO Box 30036
Lansing, MI 48909
Email: Sensecretary@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, sexual orientation, gender identity or expression, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.