

# MICHIGAN SENATE

## SENATOR OUTMAN

### POSITION POSTING

#### LEGISLATIVE DIRECTOR/CONSTITUENT SERVICES AIDE

#### SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Legislative Director/Constituent Relations Aide (LD/CRA) develops and implements legislative initiatives on behalf of the Senate Member and monitors other legislative developments. The Legislative Director/Constituent Relations Aide assists with drafting legislation, amendments, and talking points; monitors bills throughout the legislative process; and testifies in legislative committees on behalf of the Senate Member. As necessary, the LD/CRA attends meetings and corresponds with officials, constituents, and special interest groups regarding legislation, as well as serving as a liaison between constituents and state departments to resolve various issues for constituents. The LD/CRA drafts correspondences; attends meetings; and answers incoming phone calls from constituents.

#### ESSENTIAL JOB FUNCTIONS:

- Develops and implements legislative initiatives for the Senate Member's office
- Monitors legislative developments
- Requests bills and assists drafters and interest groups with the development of legislation
- Responds to outside inquiries on different legislation topics
- Attends legislative and district meetings on behalf of the Senate Member
- Prepares talking points for speaking engagements
- Testifies in legislative committees on behalf of the Senate Member, as necessary
- Corresponds with and meets with constituents, as necessary
- Performs special projects assigned by the Senate Member or Chief of Staff
- Serves as a primary point of contact for the Senate Member's constituent casework
- Answers and responds to constituent phone calls, email, and mail
- Processes constituent inquiries and complaints
- Drafts and edits various correspondence, including constituent responses and ceremonial letters
- Contacts and coordinates with state departments to resolve constituent issues

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists with general administrative tasks, including copying, filing, proofreading, and answering incoming calls, as necessary
- Performs all other duties as assigned by the Senate Member or the Chief of Staff
- Attends session and committee meetings, as necessary
- Performs other duties as assigned

**EDUCATION/EXPERIENCE:**

- Bachelor's degree required
- Knowledge of legislative process and prior legislative experience strongly preferred
- Other combinations of education and experience evaluated on an individual basis

**SKILLS AND KNOWLEDGE REQUIRED:**

- Knowledge of the legislative process and of the structure and policies of state government
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Ability to draft, format, and comprehend legislation Last Revised October 2018
- Excellent written and verbal communication skills
- Ability to work outside of normal work schedule, as necessary
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to speak in front of large groups, including public meetings
- Ability to develop and maintain good working relationships with legislators and other elected officials and with staff, lobbyists, and other interest groups
- Ability to work independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to use diplomacy, discretion, and good judgment when disseminating information

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:** \$55,000 - \$65,000

**GOVERNING CAUCUS:** Republican

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

**Interested applicants, please submit a cover letter and resume to:**

Connie Russell

PO Box 30036

Lansing, MI 48909

Email: [CRussell@senate.michigan.gov](mailto:CRussell@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, gender identity or expression, sexual orientation 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.