

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Committee Clerk II

GRADE: 7

REPORTS TO: Committee Clerk Director

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The House Committee Clerk II records actions taken by each standing committee and maintains records of all motions, amendments, substitutes and proposed actions considered in the committee. They also prepare committee reports for publication in the House Journal. Additionally, the Committee Clerk prepares and maintains the committee minutes and assists with parliamentary procedure for the committee. This individual is responsible for other duties as assigned.

The Committee Clerk II is detail oriented with strong written and oral communication skills. The ability to work independently in a fast paced, high pressure environment is required. The Committee Clerk II performs duties in a non-partisan and confidential manner. As a senior Committee Clerk, this individual serves as a leader and mentor for others within the Committee Clerk's office.

**JOB QUALIFICATIONS:** The qualified applicant must possess a working knowledge of Microsoft Office Suite products and Windows operating systems. Knowledge of the legislative process and prior experience with the legislative branch of government are required. A post-secondary degree is not required but is preferred.