

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Minority Legal Counsel

GRADE: 12

REPORTS TO: House Minority Leader/Minority Chief of Staff/General Counsel

POSITION SUMMARY: This is an at-will, partisan position. The Minority Legal Counsel advises members on legal ramifications and constraints relating to public policy and legislative operations. This can include, for example, statutory and constitutional interpretation services, as well as advising on ethical and employment issues, and parliamentary procedure. The individual also provides bill drafting advice and services to the caucus as needed.

As the chief attorney for the minority caucus, the individual communicates with the Judicial and Executive branches, as well as the majority caucus and Senate, to advance, explain, and defend the minority caucus' goals and priorities.

PRINCIPAL ACCOUNTABILITES: The Minority Legal Counsel provides legal services and advice to the Minority Leader and Committee Vice-Chairpersons, as well as to members of the minority caucus, the Policy Director, and advisors. Under the direction of the General Counsel, the individual also supervises caucus attorneys.

The Minority Legal Counsel advises the Minority Floor Leader and Vice-Chairpersons on House rules and parliamentary procedure. Additionally, the individual serves the General Counsel and House administrative offices in all internal legal matters relevant to the minority caucus, including employment issues, ethics, and internal investigations.

The Minority Legal Counsel must be deeply familiar with House rules, policies, and guidelines, as well as parliamentary procedure, employment laws, and Article IV of the Michigan Constitution. The individual must continuously monitor and analyze active legislation from a legal perspective, as well as stay educated on legal developments and jurisprudence relevant to the State Legislature.

JOB QUALIFICATIONS: Juris Doctor from an accredited law school and active membership in the Michigan State Bar required. The individual must be deeply familiar with the legislative process and state government, as well as have at least three years of experience practicing law.

The individual must possess strong legal research, writing, analysis, and oral presentation skills, as well as the temperament and personality to function effectively in a high pressure, fast-paced, political environment.