MICHIGAN SENATE
SENATE MAJORITY LEADER
POSITION POSTING

GENERAL COUNSEL

SUMMARY:
Under the direction of the Senate Majority Leader and the Chief of Staff the General Counsel represents the Senate as an institution, providing legal services to the Senate Majority Leader, Senate Majority Caucus, and Senate Majority staff members relating to public policy and legislative operations (e.g., statutory and constitutional interpretation).

ESSENTIAL JOB FUNCTIONS:
- Serves as primary legal counsel to the Senate
- Supervises, reviews, and delegates work to Deputy General Counsel and Associate General Counsel
- Provides advice and in-depth research on legal matters affecting the Senate
- Communicates effectively with legislators and staff regarding legal and policy matters
- Provides verbal and written analysis of legal matters related to legislation, administrative rules, or procedures
- Reviews court and Attorney General opinions and provides analysis and appropriate advice as needed
- Establishes and maintains professional relationships, and practices open communication with Senators, staff, and interest groups
- Analyzes large amounts of information, determines relevant facts, and proposes viable solutions
- Defends the Senate in litigation, formulates litigation strategy, and coordinates with outside counsel regarding the same
- Retains outside counsel as necessary, and reviews/approves bills from outside counsel
- Addresses and investigates workplace complaints and other human resources related issues, and coordinates with Nonpartisan Counsel and the Senate Business Office regarding the same
- Negotiates contracts on behalf of the Senate
- Reviews proposed administrative rules and Executive Orders, and provides advice regarding the same
- Reviews information requests to the Senate, and formulates responses with the Senate Business Office
- Reviews and revises (as necessary) Senate Rules, policies, and guidelines

SECONDARY DUTIES AND RESPONSIBILITIES:
- Performs duties assigned or delegated by the Senate Majority Leader or Chief of Staff

EDUCATION/EXPERIENCE:
- Juris Doctor from an accredited law school required
- Active member of the State Bar of Michigan in good standing required
- Five years of experience practicing law required; seven or more years of experience preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Familiarity with the legislative process, parliamentary procedure, and Senate Rules, policies, and guidelines
- Understanding of the various levels of government and court systems
- Excellent written and verbal communication skills
- Excellent analytical, research, and drafting skills
- Ability to work independently and with others in a team environment
- Working knowledge of Microsoft Office and other basic computer applications
- 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 work outside of prescribed work hours when necessary
- Ability to develop and maintain good working relationships with colleagues, legislators, staff, lobbyists, and other interest groups
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Ability to use diplomacy, discretion, and good judgment when disseminating information

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: $150,000 - $170,000, based on experience
GOVERNING CAUCUS: Democratic

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

Applications will be accepted until position is filled.
Interested applicants, please submit a cover letter and resume with the subject line "General Counsel" to:

Human Resources
PO Box 30036
Lansing, MI 48909
Email: Resume@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.