

MICHIGAN SENATE

GENERAL SERVICES

POSITION POSTING

GENERAL SERVICES COURIER

SUMMARY:

Under the direction of the Senate Business Office and the Facilities & Services Director, and supervised by the Courier Services Supervisor, the Courier provides a wide range of services including delivering and receiving documents, supplies and equipment, and assisting with general office duties.

ESSENTIAL JOB FUNCTIONS:

- Attends Senate sessions and assists with delivery of session related and other documents
- Receives and delivers documents, supplies and equipment for Senate offices
- Adheres to Senate policies and protocols
- Completes assigned Courier runs in a quick and efficient manner
- Assists General Services and Senate Business offices as needed

SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists with postal duties, including collecting and delivering mail, as needed
- Prepares, makes, and maintains session coffee during shift
- Assists with lifting and moving equipment and furniture as needed
- Performs other duties, as requested by the Director of the Senate Business Office, the General Services Manager, and the Courier Services Supervisor

EDUCATION/EXPERIENCE:

- Must be at least 18 years old
- High school graduate or equivalent required
- Must be enrolled in college, vocational school, or secondary education
- Prior responsible work experience preferred
- Other combinations of education and experience will be evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Physical ability to lift and move equipment and furniture (up to 40 lbs) as needed, with or without assistance
- Excellent telephone and interpersonal skills
- Ability to maintain a pleasant demeanor under stressful conditions
- Ability to work outside of prescribed work hours when necessary
- Ability to maintain confidential information
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies

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: 25 Hours per week; 9:00 AM – 1:00 PM or 1:00 PM – 5:00 PM Monday - Friday

HOURLY: \$15.00 per hour

BENEFITS: No standard benefits package offered; 401K options available; Free On-Site Parking; May Qualify for Internship Credits

GOVERNING CAUCUS: Nonpartisan – Senate Business Office

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

Interested applicants, please direct inquiries, cover letters, and resumes to:

Steve Sellers
PO Box 30036
Lansing, MI 48909

Or email to:

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, 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.