

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

| | |
|---|---|
| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency TECH, MGMT AND BUDGET - MB |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Office of Support Services |
| 4. Civil Service Position Code Description General Office Assistant-E | 10. Division Logistics & Operations Support |
| 5. Working Title (What the agency calls the position) Archives Assistant | 11. Section Archives of Michigan |
| 6. Name and Position Code Description of Direct Supervisor GHERING, CYNTHIA A; HISTORIAN MANAGER-2 | 12. Unit Collections Services |
| 7. Name and Position Code Description of Second Level Supervisor HARVEY, MARK E; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work 702 W. Kalamzoo Street, Lansing, MI 48915 / Monday - Friday; 8:00am to 5:00pm (varied hours) |

14. General Summary of Function/Purpose of Position

This position is primarily responsible for assisting in the day-to-day acquisition of state and local government records and private archives from across the state. Duties include inventorying, organizing, packing, and labeling archival records in preparation to transfer the records to the Archives of Michigan. These archival records are in a variety of formats including, but not limited to, trifold case files, ledgers and volumes, paper, microfilm and microfiche, moving film, audio tapes, photography, and digital files. Participates in fieldwork to retrieve records from government offices in Lansing and local government offices around the state. Also, provides support in scheduling and coordinating fieldwork, freight pickup and delivery, and customer support and training to offices preparing for site visits and records transfers. This position provides backup and overflow assistance wherever necessary within the section.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Prepare records for transfer to the Archives of Michigan.

Individual tasks related to the duty:

- Participate in fieldwork across the state to prepare confidential archival records to transfer by organizing, maintaining, and destroying of files and documents.
- Collects and sorts archival records to be transferred from government offices for filing and storage.
- Sort archival records according to specific record type.
- Prepares documents by alphabetizing, coding, and/or numerical order to transfer for storage and/or destruction.
- Records and logs information.
- Types box labels, transfer forms, and correspondence. Proofreads and corrects prepared materials for correct grammar, spelling, and punctuation.
- Regular and substantial driving to pick up records.

Duty 2

General Summary:

Percentage: 35

Maintains administrative and miscellaneous filing systems using knowledge of unit, frequency of retrieval/reference/purging, and use of files so that material can be retrieved easily by all users. Provide administrative office support to the Acquisition Services Unit.

Individual tasks related to the duty:

- Composes routine letters, memoranda, and reports using knowledge of work area instructions and guidelines for appropriate signature.
- Inputs, retrieve, update, or delete information for computer database as directed by supervisor.
- Visually scans and/or compares documents, forms, applications or other materials for accuracy and required completeness.
- Accurately shelf newly arrived archival records in secure storage areas.
- Prepare boxed records for transfer to the Records Center's Long-Term Storage.
- Operates standard office equipment such as computer software packages, calculators, copiers and fax machines, etc.
- Assists with customers' questions concerning interpretation of policies, procedures, and guidelines.

Duty 3

General Summary:

Percentage: 15

Other duties as assigned.

Individual tasks related to the duty:

- Assist archivist with the following:
 - trains government staff to pack up and label their records prior to transfer.
 - schedules fieldwork activities across the state.
 - schedules DTMB's Freight Services to move boxes between offices and archives warehouses.
- Determines needs and follows office procedure to order office supplies, equipment, repair and maintenance.
- Maintains confidentiality of sensitive information.
- Scheduling meeting requests utilizing MS Outlook Calendar. Submit DTMB Freight Services request utilizing the forms automation system to schedule transporting of boxes between office and archives warehouses.
- Backup support and overflow assistance to other General Office Assistants within the section wherever necessary.
- Handling and processing incoming and outgoing mail.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Prepare records for transfer to the Archives of Michigan.

17. Describe the types of decisions that require the supervisor's review.

Organization of unique archival records. Responses to questions and requests outside of normal policies and procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

A significant amount of time is spent in records storage areas, warehouses, basements or attics, or in the Archives of Michigan's stacks or work areas. Daily work around mold, dust or mildew. Moving, lifting, and loading boxes and volumes up to 40 pounds, standing, walking, and climbing pulpit ladders to reach 12-foot high shelving. Work is sometimes conducted under pressure to meet Department/office deadlines. Includes travel throughout the state to collect historical local government records. There is also the aspect of regular and substantial driving in all kinds of weather and traffic conditions.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position is primarily responsible for assisting in the day-to-day acquisition of state and local government records and private archives from across the state. Duties include inventorying, organizing, packing, and labeling archival records in preparation to transfer the records to the Archives of Michigan. These archival records are in a variety of formats including, but not limited to, trifold case files, ledgers and volumes, paper, microfilm and microfiche, moving film, audio tapes, photography, and digital files. Participates in fieldwork to retrieve records from government offices in Lansing and local government offices around the state. Also, provides support in scheduling and coordinating fieldwork, freight pickup and delivery, and customer support and training to offices preparing for site visits and records transfers. This position provides backup and overflow assistance wherever necessary within the section. Regular and substantial driving in all kinds of weather and traffic conditions.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

Per state law (MCL 399.811), the Archives of Michigan is responsible for the identification and permanent preservation of public records that document the state, government, and people. The Archives serves all three branches of government, the 20 state agencies and local government offices in 83 counties and over 1240 cities, townships, and villages across the state. This position is essential to meet the needs of state and local government offices and preserve the state's historical records.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

General Office Assistant 5

No specific type or amount of experience is required.

General Office Assistant 6

One year of administrative support experience.

General Office Assistant E7

Two years of administrative support experience, including one year equivalent to the intermediate level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of personal computers; trustworthy, accurate, cooperative, demonstrate good interpersonal skills and communication abilities (written and oral); able to adapt to changing priorities and deal rationally with irate customers.

CERTIFICATES, LICENSES, REGISTRATIONS:

- The incumbent must possess a valid driver's license.
- Additional Michigan State Police background check is required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

STACI ERICKSON

8/8/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date