

1. Position Code DIVSSPV1

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Attorney General
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Consumer & Regulatory Enforcement Bureau
4. Civil Service Classification of Position Legal Secretary Supervisor-1 (10)	10. Division Labor
5. Working Title of Position (What the agency titles the position) Section Head Secretary	11. Section
6. Name and Classification of Direct Supervisor Kristin Daniels Division Head Secretary	12. Unit
7. Name and Classification of Next Higher Level Supervisor Debbie K. Taylor, Attorney Administrator-3	13. Work Location (City and Address)/Hours of Work Williams Building, Lansing or Cadillac Place, Detroit 8:00 a.m. to 5:00 p.m. Monday through Friday

14. General Summary of Function/Purpose of Position

The function of this position is to serve as the Section Head Secretary for the Lansing or Detroit office of the Department of Attorney General's Labor Division and as executive support to the assigned Division Section Head Attorneys. Duties include: handling of executive support activities; create and update all Section data records using the department's database system; record keeping and preparation of reports regarding the Sections' activities; monitoring court and administrative hearing appearances; overseeing of all legal secretary, clerical support, and/or temporary service agency staff assigned to the Lansing and Detroit offices of the Labor Division. The Section Head Secretary handles other assignments relating to the successful performance of the duties, goals, and objectives of the Department and the Labor Division.

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 35**

Create all database records for the assigned Labor Division Sections; general responsibility for maintaining office equipment, supplies, and inventory;

Individual tasks related to the duty.

- Create Legal Files records for file assignments for the assigned Labor Division Sections.
- Close all Division office data records and physical files for the assigned Sections.
- Independently arrange for equipment and various supplies or services needed by the Lansing and Detroit offices, including on occasion, the services of temporary personnel and supervision of such temporary employees when necessary and evaluations of such temporary employees as requested by the vendor.

Duty 2

General Summary of Duty 2 **% of Time 15**

Support the Division by overseeing the work flow within the Lansing and Detroit offices and provide executive support to the assigned Labor Division Section Heads; acquaint new personnel with the work and administrative procedures of the Lansing and Detroit offices, and provide back up to all Lansing and Detroit Division clerical support staff and the Division Head Secretary.

Individual tasks related to the duty.

- Oversee the work of assigned legal secretarial and support staff within the Lansing and Detroit offices.
- Implement substantive decisions of Division managers impacting support staff assigned to the Lansing and Detroit work areas.
- Train assigned Lansing and Detroit support staff on Division and Department policies and procedures.
- Prepare Performance Evaluations for assigned support staff.
- Approve leave time of assigned support staff, while ensuring adequate support staff coverage.
- Independently respond to inquiries or situations that arise in the Lansing and Detroit offices, providing either the appropriate answer or routing the problem to the proper person or agency. This involves knowledge of the supervisor's viewpoint and follow through on the problem and solution.

Duty 3

General Summary of Duty 3

% of Time 25

Assist one or more of the Lansing or Detroit-based supervisory and non-supervisory attorneys of the Division.

Individual tasks related to the duty.

- Prepare and format legal pleadings, briefs, letters, memoranda, proofs of service, and reports including proofreading, checking citations, formatting, and organize and arrange trial exhibits. This position must frequently compose letters in response to correspondence received from individuals, law firms, and state agencies.
- File legal documents in courts.
- Ensure compliance with State and Department policies requiring tracking and reconciliation of records of payments received in the Division.
- Schedule meetings, maintain assigned attorney's appointment calendars, arrange appointments, hearings and conferences, and make travel and lodging reservations.

Duty 4

General Summary of Duty 4

% of Time 15

Public relations and communications with other Divisions within the Department, management, and client staff, state and federal agencies, court personnel, private sector attorneys, service personnel dealing with this office, and with the public.

Individual tasks related to the duty.

- Receive, screen, and initiate telephone calls concerning supervisory and non-supervisory attorney's litigation docketing, etc., with various state and federal offices, businesses, attorneys, and third party administrator, as well as the courts.
- Respond to inquiries or situations that arise in the Division with either the appropriate answer or routing to the proper person for response. Employee has frequent contact with the public as well as with other attorneys, courts, and service individuals concerning the machines and equipment used in the Lansing or Detroit offices. Employee also may have frequent contact with Fiscal Management, Human Resources, Executive, and other Divisions within the Department.
- Assemble and provide information as needed to allow billing to restricted fund clients.

Duty 5

General Summary of Duty 5 **% of Time 10**

Maintain records and prepare reports relative to the Division's workload.

Individual tasks related to the duty.

- Independently prepare various monthly and quarterly reports for supervisory attorneys concerning pending and current workload as requested.
- Maintain Records Center information and coordinate sending closed files to Records Center for the Lansing and Detroit offices.

Duty 6

General Summary of Duty 6 **% of Time _____**

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Assessment and prioritizing workload of assigned Lansing and Detroit support staff. Decisions on how to train staff. Screening telephone calls and mail to determine whether to personally handle or to whom the matter should be referred. Scheduling of court and administrative hearing appearances and meetings. Coordination of attorneys' calendars.

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

When situations or questions involve procedures or certain supervisory decisions as to problems which have not previously arisen. Questions of interpretation of statutes or rules requiring an attorney's expertise. Any time when unsure of proper procedure or supervisor's viewpoint or expectations.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Work is typically performed in an office setting and involves: standing, walking, bending, crouching, sitting, and lifting and carrying items weighing up to ten pounds. There is an extensive use of personal computer equipment and other office equipment on a daily basis.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Melanie Bowman	Legal Secretary – E8		
Denise Auvenshine	Legal Secretary – E9		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

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

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes

23. What are the essential duties of this position?

To serve as the Section Head Secretary for the Lansing or Detroit office of the Labor Division. Handle executive support activities for the Division's supervisory attorneys and the Lansing and Detroit office support staff.

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

N/A

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

The position will be assigned to one of the following two functions: (1) various facets of legal activities relating to the representation of the numerous LARA entities, the Civil Service Commission, the State Personnel Director, the State Board of Ethics, the statutorily created Chapter 5 trust funds, and State Claims for workers' compensation, including provision of legal counsel and representation on behalf of the State of Michigan; or (2) various facets of legal activities relating to the representation of the Michigan Unemployment Insurance Agency, including provision of legal counsel and representation. This position is the key to the workflow and production of work by the Lansing and Detroit offices and providing executive support assistance to the Labor Division's Division Chief, First Assistant, and Attorney Managers.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

As described in the applicable Civil Service Job Specification.

KNOWLEDGE, SKILLS, AND ABILITIES:

As described in the applicable Civil Service Job Specification.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

27. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date