

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

Position Code 1. SECRTRYA

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Secretary-A	10. Division Division of Assessment, School Improvement, and Systems Support
5. Working Title (What the agency calls the position) Secretary	11. Section Office of Curriculum and Instruction
6. Name and Position Code Description of Direct Supervisor HODGES, RUTH A; EDUCATION CONSLTNT MGR-5	12. Unit Education Experiences Unit
7. Name and Position Code Description of Second Level Supervisor SAYLOR, JENNIFER; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W. Allegan Street Lansing Michigan / 8:00am– 5:00pm M-F

14. General Summary of Function/Purpose of Position

This position functions as an administrative assistant providing advanced secretarial support to the supervisor and staff in the Education Experiences unit. This position performs assignments according to the mission of the unit and office. Duties include secretarial support to the unit including document preparation and approvals, correspondence-related services, representing management in meetings, meeting notes, workshops and travel arrangements and support for grant and waiver work. Other duties include timekeeping; and supporting unit and office website development and maintenance.

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: 80

Provide comprehensive secretarial support to the unit including document preparation and approvals; correspondence-related services; and meetings, conferences, and travel arrangements.

Individual tasks related to the duty:

- Compose, format, prepare, and edit correspondence and reports with attention to ADA compliance, potential bias, spelling, punctuation, and grammar.
- Prepare videos and presentations for publishing on the department website and YouTube channel.
- Create and/or maintain automated flows including approval flows from a SharePoint list or the Teams Approval app.
- Participate as an active member of the unit and office communication and website development teams.
- Follow office procedure in conducting business, maintaining phone coverage, order and track the acquisition of necessary supplies, materials and equipment to best satisfy unit needs.
- Maintain phone coverage during business hours.
- Assist with large-scale mailings and office-wide projects.
- Provide office-wide administrative support as needed.
- Attend department- and division-sponsored training and informational meetings and provide report to manager and/or staff.
- Assist in creating and revising forms, propose procedures, formats and standards for office correspondence.
- Prepare unique requests for unit staff including required pre-travel paperwork, travel arrangements, and conference registrations.
- Make scheduling commitments to include arrangements for workshops and conferences including the preparation and processing of necessary paperwork
- Assist new staff members in acclimating and learning unit and office policies and procedures.
- Provide back-up assistance to support staff, as needed.
- Serve as a liaison between the manager and staff by transmitting information, explaining appropriate work instructions, and following up on assignments.
- Assist in the study of office operations and services and provide input recommendations for improving efficiency and economy of operations.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 20

Support grant and waiver work.

Individual tasks related to the duty:

- Support grant criteria and approvals paperwork including preparing letters and memos; reviewing and correcting forms prepared by staff; and starting and monitoring the approval process.
- Maintain all related files for the unit, office, and department oversight, technical assistance, and audit purposes.
- Support all grant and waiver communication including emails through listservs; letters, memos, technical assistance webinars and meetings, and website updates.

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

This position requires considerable independent decision making and problem-solving skills including how to handle incoming phone inquiries/requests; how to use and leverage available technology tools; and how format and route documents and other correspondence. This person will format documents and reports, establish priority of tasks, follow up on unfinished projects and tasks, and exercise significant knowledge of unit, office, and department operations and priorities. It is expected that the person in this position will work independently with limited guidance from supervisor and using discretion in interpreting and applying instructions, as well as sound judgment in administrative assistant duties.

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

Unusual or unclear requests or situations are reviewed by the subject matter expert or with the supervisor.

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.

This position requires standing, walking, and extensive sitting and computer use; bending is required for filing purposes. Average lifting of materials is possible. Some travel may be required.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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 functions as an administrative assistant providing advanced secretarial support to the supervisor and staff in the Education Experiences unit. This position performs assignments according to the mission of the unit and office. Duties include secretarial support to the unit including document preparation and approvals, correspondence-related services, representing management in meetings, meeting notes, workshops and travel arrangements and support for grant and waiver work. Other duties include timekeeping; and supporting unit and office website development and maintenance.

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

This position description was updated to reflect that the unit and position is in a new office. Duties have been condensed to better reflect the current and anticipated work of the unit as well as the technology tool and expectations for use changes that have occurred over the past 5 years.

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

The function of the Education Experiences unit is to support educational systems in providing effective, engaging, and equitable education experiences to students. The position provides the administrative support unit staff needs to effectively communicate internally and with external entities, educators, and families, and successfully manage assigned grant and waiver programs.

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:

Secretary 9

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

An employee in this position must have: organization and planning skills; the ability to work effectively in a team; the ability to analyze and solve problems; excellent communications skills, including oral, written and listening skills, the ability to provide constructive feedback, interpersonal and small group communication skills; telecommunication skills (telephone etiquette, set up conference calls); and technology skills including the use of unit, office and department software including SIGMA, Teams, Zoom, SharePoint, and the Microsoft Office Suite.

- Knowledge of office practices, procedures and available technology tools.
- Knowledge of correct English usage, spelling, and punctuation; and ADA formatting.
- Knowledge of the organization and composition of business letters, minutes, reports, etc.
- Knowledge of the techniques of receiving calls, making appointments, giving information.
- Ability to organize, plan, and determine work priorities.
- Ability to maintain office records including filing.
- Ability to take notes as necessary and prepare minutes of meetings as appropriate.
- Ability to work effectively in a team.
- Ability to analyze and solve problems.
- Ability to communicate effectively.
- Ability to learn and use advanced technology skills necessary for document creation, approval, storage, and publishing; timekeeping; virtual meetings, and website maintenance.
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- Basic customer service etiquette.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

None

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

TASHA HARPER

9/10/2026

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