

**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.) VACANT	8. Department/Agency Michigan State Police
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Field Services Bureau
4. Civil Service Classification of Position Secretary 9	10. Division Sixth District
5. Working Title of Position (What the agency titles the position) Post Secretary	11. Section
6. Name and Classification of Direct Supervisor F/Lt. Jay Peterson, State Police First Lieutenant	12. Unit Hart Post
7. Name and Classification of Next Higher Level Supervisor Insp. Michael Anderson, State Administrative Manager	13. Work Location (City and Address)/Hours of Work 3793 W. Polk Rd. Hart MI 49420 8 a.m. – 5 p.m., Monday - Friday

14. General Summary of Function/Purpose of Position

Provide management assistance to the post commander and administrative/secretarial support to post personnel; coordinate post operations on behalf of commander while maintaining confidentiality with documents and information received at the post; act as liaison between post commander and staff; type/compose letters, memoranda, reports, minutes of meetings, numerical data, incident reports, and dictating records; proofread and correct prepared material; sort and distribute incoming mail; operate standard office equipment; receive/make telephone calls at post; establish and maintain office files, logs, indexes; prepare financial reports; determine needs and order office supplies; oversee timekeeping; track trooper and sergeant overtime; and assist in budget preparation and management . This position must perform functions in a bias free manner.

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 60%

Acting as a management assistant, provide administrative support for the post commander and post personnel; coordinate post operations on behalf of the post commander; prepare reports and correspondence.

Individual tasks related to the duty.

- Compose/prepare and edit correspondence, letters, and memos for post commander, based on knowledge of the supervisor's point of view, related to issues at the work site, which could include correspondence to the public, other police agencies, vendors, and legislators.
- Prepare and edit routine correspondence and reports with some latitude for content and/or from verbal instructions for F/Lieutenant, Sergeants, D/Sergeants, and Troopers.
- Prepare original and supplemental reports from taped cassettes for Troopers, Sergeants, and D/Sergeants assigned to post. Prepare supplemental reports from journal entries at least once every six months or when needed.
- Prepare taped statements, interviews, confessions, application investigations, post personnel phone and address list; maintain area police department's contact information; prepare performance appraisals for troopers and sergeants on behalf of post commander.
- Prepare documents for new and transferred F/Lieutenant, Sergeants, D/Sergeants, and Troopers when transferred/reassigned to post.
- Gather data and information for projects, as assigned; summarize information; prepare reports, and send significant criminal reports to district command on behalf of post commander.
- Track sergeant and trooper overtime budget expenditures.
- Complete PD-89's for sergeants and troopers and enter into SIGMA.
- Proofread material submitted by post personnel and make recommendations on content, format and proper grammar to ensure professional quality and compliance with department's policies.
- Type confidential correspondence for the post commander, assistant post commander and sergeants, possibly including probationary personnel, complaints against post personnel, background Investigations, etc.
- Review incoming correspondence and disseminate to the appropriate personnel.

Duty 2

General Summary of Duty 2 % of Time 20%

Preparation and maintenance of post records

Individual tasks related to the duty.

- File post criminal, general and accident complaints consisting of open, closed, inactive, major case, master files, time accounting, signature files, officer's daily's, post and departmental correspondence and polices, and correspondence files for the post commander.
- File lab and toxicology reports – make necessary copies, distribute to proper personnel, make journal entries on complaint, file original with master file and post complaint.
- Prepare new year files, labels, folders for open, inactive, and major case files.
- File and maintain photos electronically. Maintain and file citations, master file documents, reports, and daily activity reports.
- Process year-end master file, boxing and shipping to Lansing as required.

Duty 3

General Summary of Duty 3 % of Time 5%

Communication

Individual tasks related to the duty.

- Act as liaison between post commander and staff, disseminating/communicating information on behalf of the post commander as needed.
- Make and receive telephone calls regarding repairs of office equipment, post bills, SIGMA entry, DIT requests for computer problems of post personnel, and miscellaneous work-related problems.

Duty 4

General Summary of Duty 4 % of Time 5 %

Mailings

Individual tasks related to the duty.

- Open and/or distribute incoming mail to appropriate staff for action.
- Retrieve information, photocopy and respond to Freedom of Information requests for criminal reports, accidents; requests from insurance companies, attorneys, private citizens, and courts.
- Receive lab and toxicology reports, photocopy, distribute to appropriate personnel, make journal entries on UD-74's, and maintain complaint file.

Duty 5

General Summary of Duty 5 % of Time 5 %

Receipt and payment of post bills.

Individual tasks related to the duty.

- Receive post bills from mail and/or post personnel.
- Contact suppliers when necessary.
- Compute and prepare travel expense vouchers for post personnel, review and contact originator of voucher for corrections, if needed.
- Payment of post bills through SIGMA system, making sure payment has not already been made. Print copies of all vouchers and maintain a file for post bills.
- Investigate and resolve disputed bills.
- Prepare purchase requisitions for new equipment.

Duty 6**General Summary of Duty 6****% of Time 5 %**

Miscellaneous duties.

Individual tasks related to the duty.

- Serve as liaison between supervisor and staff by transmitting information and following up on assignments; attend meetings in place of supervisor, report on proceedings.
- Maintain post operational funds, flower, card, coffee, water, etc.
- Enter time in SIGMA for post personnel; prepare PD-89's for time accounting and payroll; maintain overtime spreadsheets for troopers, sergeants, and grants.
- Attend training seminars.
- Order and process intake of supplies.
- Other miscellaneous duties as assigned.

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.

- Review incoming correspondence, and distribute to appropriate personnel.
- Edit content, grammar, and spelling of reports and correspondence to ensure professional quality and compliance with department policies.
- Preparation of new fiscal year files.
- Purchase essential supplies.

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

- Authorization of SIGMA payments, reports, purchases, SIGMA, memos, and applicant investigations

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.

Typical office environment. Sitting at a desk, standing to make photocopies, filing, bending, stooping, balancing, kneeling, crouching, reaching, lifting, carrying, and walking.

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>

<p>20. My responsibility for the above-listed employees includes the following (check as many as apply):</p> <table> <tr> <td><input type="checkbox"/> Complete and sign service ratings.</td> <td><input type="checkbox"/> Assign work.</td> </tr> <tr> <td><input type="checkbox"/> Provide formal written counseling.</td> <td><input type="checkbox"/> Approve work.</td> </tr> <tr> <td><input type="checkbox"/> Approve leave requests.</td> <td><input type="checkbox"/> Review work.</td> </tr> <tr> <td><input type="checkbox"/> Approve time and attendance.</td> <td><input type="checkbox"/> Provide guidance on work methods.</td> </tr> <tr> <td><input type="checkbox"/> Orally reprimand.</td> <td><input type="checkbox"/> Train employees in the work.</td> </tr> </table>				<input type="checkbox"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.	<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.	<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.	<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.	<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> Train employees in the work.
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<p>21. <i>I certify that the above answers are my own and are accurate and complete.</i></p>													
<hr/> <p style="text-align: center;">Signature</p>		<hr/> <p style="text-align: center;">Date</p>											

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?

Every task listed is essential operational/administrative support for post operations. Failure to provide these management assistant functions would have an immediate and detrimental impact on the ability to deliver efficient police services in the region serviced by the post.

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

Update CALEA

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

This work area is responsible for providing law enforcement services to a specific region in the state with the implementation of the Regional Policing Plan. This position provides management assistance to the commanding officer of the post.

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

EDUCATION:

High School Diploma

EXPERIENCE:

Knowledge of post operations as well as departmental rules and regulations (Official Orders) and being able to work within those guidelines. Many of the operations are unique to a police operation, but experience in the preparation of written reports, word processing, and basic bookkeeping are essential to comprehending the relationship of their role within the total system.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience with various software programs, especially Microsoft Office applications. Keyboard and computer skills, command of the English language and grammar are necessary, good communication skills and ability to operate standard office equipment .

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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

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.

None.

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

Appointing Authority's Signature

Date