

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: SECRTRYEO92R

Civil Service Class and Level: SECRETARY-E

Working Title (What the agency calls the position): Secretary 7-E8

Name and Position Code Description of Direct Supervisor: MCGHEE, NICOLE S; STATE POLICE FIRST LIEUTENANT

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Field Services Bureau

Division: Sixth District

Section: Grand Rapids Post

Unit:

Work Location (City and Address)/Hours of Work: 2290 4 Mile Rd. NW, Grand Rapids, MI 49544 / Monday - Friday; 8:00 a.m. - 5:00 p.m.

General Summary of Function/Purpose of Position: This position provides management support to the post commander and secretarial support to the sergeants, detective sergeants, and troopers. The position will perform such functions as typing, filing, answering phones, recordkeeping, and mail processing This position must function in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Serve as the secretarial support to MSP post staff.

- Draft letters and memos for the post commander, sergeants, detective sergeants, and troopers, and other stakeholders.
- Proofread materials submitted by post personnel for content, format, and grammar to ensure professional quality and compliance with department and district policy.
- Type various reports and interviews needed for post staff.
- Review incoming correspondence and disseminate to appropriate personnel.
- Process Freedom of Information Act as well as court requests.
- Answer incoming telephone calls and respond to emails.
- Register vendors.

Duty 2: Order post supplies and maintain budget.

- Collect bills, check for error and match with invoices. Maintain a vendor file and update as needed. Maintain files for invoices paid by fiscal year for auditing purposes.
- Work closely with post commander on the post budget. Enter all payments into the budget program and monitor all expenses and balances.
- Type monthly report for the post commander tracking the status of the post budget. Print reports upon request.
- Enter direct vouchers, prepare and post expense vouchers, and reimburse petty cash through SIGMA, the current bill payment software system.
- Prepare work descriptions and obtain quotes for contracted services. Prepare purchase orders for contacted services.
- Maintain inventory and order post and detachment supplies as needed.
- Order office, janitorial, postage, and uniform items for the post.
- Order copy machine supplies and request service when required.

Duty 3: Maintain the post filing system.

- Full responsibility for maintaining all post files, current year as well as past years. File all reports, and correspondence. Keep track of the retention schedule and dispose of records when appropriate. Set up new files at the beginning of each calendar year.
- Maintain postmaster files.
- Maintain post Digital Crime Scene Repository.

Duty 4: Other duties as assigned.

- Other administrative duties as assigned by the Post commander and assistant post commander.

Types of decisions made independently and whom or what those decisions affect: Draft correspondence to the public, other State departments, local law enforcement agencies and edit content of correspondence by others at the post to ensure compliance with the department policy. Review incoming correspondence and disseminate. Decisions reference ordering supplies and post filing system.

Types of decisions that require the supervisor's review: Supervisor reviews outgoing correspondence and request for purchases.

Physical effort used to perform this job and environmental conditions of this position: Extended hours in front of a computer. Filing documents and organizing supplies requires employees to lift and bend. Transport boxes to a storeroom in preparation for the new year.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: To provide secretarial support for the post staff members.

The function of the position's work area and how it fits into that function: The post is part of the Michigan State Police. This position provides secretarial support to the post personnel.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Secretary 7

Two years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to 6-level administrative support experience.

Secretary E8

Three years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Typing skills.
- Experience with Microsoft Office Products (Word, Excel, Access, and PowerPoint) and other office equipment.
- Writing ability to include, organization, style, spelling, accuracy, and grammar.
- Experience with bill payments, purchasing, payroll, and report preparation and filing.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.