State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DPTLTCHEI50R

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** LICENSING AND REGULATORY AFF
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Michigan Tax Tribunal
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	**10. Division**
5. Working Title (What the agency calls the position) Departmental Technician Processor	**11. Section**
6. Name and Position Code Description of Direct Supervisor WELTON, SAMANTHA M; ADMIN LAW SPECIALIST MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor HALM, PATRICIA; TAX TRIBUNAL CHAIR	**13. Work Location (City and Address)/Hours of Work** 611 W. Ottawa ,Lansing MI 48909 / M-F 8 am-5pm,Remote Work and AWS if applicable

14. General Summary of Function/Purpose of Position

Provide technical assistance by reviewing and evaluating petitions and answers made to the Michigan Tax Tribunal, submitted primarily over property matters (i.e. valuations, special assessments, principal residence exemptions, qualified agricultural exemptions, etc.) and non-property tax matters (i.e. assessments levied by the Michigan Department of Treasury.) Responsibilities consist of thoroughly reviewing the submissions determining if it is a valid and timely petition based on key issues, and whether proper filing fees are paid. The Technician will also review and evaluate stipulations and withdrawals submitted by the parties or through their attorneys to determine if e document is in compliance with statutory and administrative rule requirements.

Duty 1

General Summary: **Percentage:** **60**

Review, evaluate and docket petitions and answers and responses to orders of default issued during processing audit.

Individual tasks related to the duty:

Interpret and apply Michigan statutes and Tax Tribunal Administrative Rules, policies and procedures to determine:

- Whether the applicable filing fee for petition has been paid; if the fee has not been paid or is incorrect, issue an order requiring payment.
- Whether the petition is in compliance with Michigan statutes and Tribunal Administrative Rules, policies and procedures. If not, issue an order requiring the defect to be corrected or bring the petition to the attention f the supervisor.
- Whether the petition includes all required elements as mandated in statute, rule and policy.
- Whether the petition has been submitted by timeliness deadlines established in Michigan statutes. If not dismiss the appeal.
- Whether the answer filed by the opposing party is in compliance with Michigan statutes and Tribunal Administrative Rules, policies and procedures. If not, issue an order of default or notify supervisor of the issue for resolution.
- Whether parties' responses to orders of default, issued during audit phase of processing, cures default; issue orders accordingly or recommend default extension.

Provide internal and external customer service regarding this area of duty (by telephone email or in-person visit.)

Duty 2

General Summary: **Percentage:** **20**

Responsible for reviewin and evaluating stipulations and withdrawals to determine if they are in compiance with Michigan statutes and Tax Tribunal Administrative Rules, policies and procedures are met and prepares necessary orders or consent judgments. The review and evaluate requires the use of indepdnent judgement and sound decision-making.

Individual tasks related to the duty:

Interpret and apply Michigan statutes and Tax Tribunal Administrative Rules, policies and procedures to determine:

- Whether the stipulation includes all required elements as mandated in statute, rule and policy.
- Whether the agreements made in the stipulation are legal and conform with Michigan statutes and Tax Tribunal Administrative Rules, policies and procedures.
- Whether all of the issues under appeal have been resolved. If parties attempt to add issues that are not under appeal draft an order for a Tribunal Member's signature denying entry of the stipulation.
- Whether the filing fee applicable to stipulations has been paid. If the fee has not been paid or is incorrect, issue a notice requiring payment.
- If the stipulation does not comply with Michigan statutes and Tribunal Administrative Rules, policies and procedures, issue an Order denying the stipulation. the order also explains to the parties why the stipulation is not in compliance.
- Whether the stipulation is in compliance; if not prepare an order for a Tribunal Member's signature.
- Whether the withdrawal is contested; prepare and issue appropriate order(s).

Provide internal and external customer service regarding this area of duty (by telephone email or in-person visit.)

Duty 3

General Summary: **Percentage:** **10**

Maintains electronic case files and tracking spreadsheets, enters other filed documents into the Tribunal's case managment syste, and issues proposed and final opinions.

Individual tasks related to the duty:

- Enter data and other filed documentation into the Tribunal's case management system for appeals filed in the Entire Tribunal Division.
- Audit cases to determine whether they are ready for default, dismissal, or recommend other action to supervisor.
- Audit tracking spreadsheet s to ensure accuracy and efficient processing of documents and cases.
- Issue proposed and final opinions.
- Provide internal and external customer service regarding this area of duty (by telephone email or in-person visit.)

Duty 4

General Summary: **Percentage:** **10**

Other duties as assigned.

Individual tasks related to the duty:

Other duties as assigned.

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

While working in a learning capacity, the employee in this position will be closely supervised. Once fully trained, will independently issue orders within delegated authority such as orders requiring payment, requiring defects to be corrected, dismissals, orders of default, etc.; drafts orders for signature by supervisor or Tribunal member such as stipulations which are fully in compliance.

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

Petitions requiring an order requiring the correction of defects; other orders or matters exceeding delegated authority.

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.

Work is performed in an office environment where use of a computer, telephone and copier are 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?

See Box 14

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

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

The Tax Tribunal is Michigan's tax court. The Tribunal has exclusive jurisdiction over property tax appeals and concurrent jurisdiction with the Court of Claims over state tax appeals. the Tribunal has two divisions; the Small Claims Division and the Entire Tribunal Division.

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:

Departmental Technician 7
One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8
One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9
One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7
Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8
Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9
Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge, skills and abilities as defined in the job specification, plus:

- Working knowledge of the Tribunal's rules, regulations, policies, procedures, precedents and terminology used in the work.
- Ability to analyze and organize data.
- Ability to communicate logically and effectively both verbally and in writing.
- Ability to conduct training and maintain good public relations.
- Word processing skills and knowledge of general office practices and procedures also required.

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.

N/A