

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. LGLSECEA71R

## 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.

|   |  |
|---|--|
| <b>2. Employee's Name (Last, First, M.I.)</b>   | <b>8. Department/Agency</b><br>LICENSING AND REGULATORY AFF  |
| <b>3. Employee Identification Number</b>  | <b>9. Bureau (Institution, Board, or Commission)</b><br>Michigan Office of Administrative Hearings and Rules   |
| <b>4. Civil Service Position Code Description</b><br>LEGAL SECRETARY-E  | <b>10. Division</b>  |
| <b>5. Working Title (What the agency calls the position)</b><br>Legal Secretary   | <b>11. Section</b>   |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>REYNOLDS, SHELLY L; SECRETARY SUPERVISOR-2         | <b>12. Unit</b>  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>FRIMPONG, KIMBERLY L; DEPARTMENTAL MANAGER-4 | <b>13. Work Location (City and Address)/Hours of Work</b><br>611 W. OTTAWA, SECOND FLOOR, LANSING, MI 48933 /<br>8-5/M-F with remote & AWS if applicable |

**14. General Summary of Function/Purpose of Position**

This position performs a variety of legal secretarial duties in support of Administrative Law Judges/Referees and the ongoing operations of the Michigan Office of Administrative Hearings and Rules (MOAHR). The areas of responsibility are General Adjudication (Bureau of Commercial Services, Bureau of Professional Licensing, Bureau of Health Care Systems, Michigan State Housing Development Authority, Michigan Occupational Safety and Health Administration, Department of Education, Department of Environmental Quality, Wage & Hour), Benefit Services (DCH and DHS), Unemployment, MERC and Public Service Commission. In addition to providing support in other administrative hearing areas of MOAHR, the position will also serve as a liaison to the agencies for which MOAHR conducts hearings which include: Attorney General's office, interested parties, attorneys/advocates representing parties, petitioners/respondents, claimants/employers and if applicable, charging parties/employers and/or interveners in contested case hearings.

**Duty 1****General Summary:****Percentage: 40**

Prepare legal documents and correspondence in support of the Michigan Office of Administrative Hearings and Rules' Administrative Law Judges/Referees.

**Individual tasks related to the duty:**

- Prepare and format legal documents such as administrative decisions from verbal and written instructions of Administrative Law Judges/Referees.
- Compose letters and memoranda using knowledge of work area, instructions, and guidelines.
- Proofread and correct prepared materials for grammar, spelling, punctuation, format, syntax and content.

**Duty 2****General Summary:****Percentage: 30**

Prepare and maintain case files including inputting, retrieving, and updating information in MOAHR database.

**Individual tasks related to the duty:**

- Prepare and assemble records which may include materials, documents, exhibits, and transcripts for the Administrative Law Judges/Referees' review in preparation for the hearing.
- Input, retrieve, update, and delete case information in the appropriate MOAHR case management system.
- Review all documents in case files and prepare hearing files for certification of the record to the appropriate agencies and/ or interested parties.
- Document action items on the file's case log sheet.
- Distribute incoming mail to appropriate Administrative Law Judges/Referee, attaching incoming correspondence and related materials to case files.
- Establishes and maintains office files, records, and other information associated with the work of assigned Administrative Law Judges/Referee.
- Prepare and forward files to closing, ensuring all unnecessary documents are removed from the record.

**Duty 3****General Summary:****Percentage: 25**

Perform hearings clerk responsibilities.

**Individual tasks related to the duty:**

- Make arrangements with parties and scheduler for continued or adjourned hearing dates, rehearings, remands, oral arguments, prehearings and telephone conference calls for Administrative Law Judges/Referees depending upon the case type and request of the parties.
- Serve as liaison to the agencies for which MOAHR conducts hearings which include Attorney General's office, interested parties, attorneys/advocates representing parties, petitioners/ respondents, claimants/employers and if applicable, charging parties/employers and/or interveners in contested case hearings.
- Provide documents as appropriate to interested parties.
- Receive correspondence via mail or fax and determine an appropriate course of action.
- Review weekly reports to ensure cases are closed, where appropriate.
- Respond to inquiries and provide appropriate information on matters including, but not limited to, status of pending cases, hearings, processes, and appeal procedures.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- May provide advanced legal secretarial support assistance in other case types as required.
- Assist in the development of best practices in assigned areas of responsibility.
- Prepare statistical reports as required.
- Attend and participate in meetings with supervisors, peers and managers as required.

Decisions are made independently on what information to provide when responding to inquiries from the Attorney General's office, parties to cases, attorneys and the agencies for which MOAHR performs hearings. All parties mentioned are affected by the information provided by the legal secretary

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

1. When existing procedures and guidelines are insufficient for decision making.
2. Complicated work priorities.

**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.**

The physical general office environment includes sitting, typing, walking, and lifting light to medium weights.

**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):**

- |   |  |
|---|--|
| <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.      |

**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 performs a variety of legal secretarial duties in support of Administrative Law Judges/Referees and the ongoing operations of the Michigan Office of Administrative Hearings and Rules (MOAHR). The areas of responsibility are General Adjudication (Bureau of Commercial Services, Bureau of Professional Licensing, Bureau of Health Care Systems, Michigan State Housing Development Authority, Michigan Occupational Safety and Health Administration, Department of Education, Department of Environmental Quality, Wage & Hour), Benefit Services (DCH and DHS), Unemployment, MERC and Public Service Commission. In addition to providing support in other administrative hearing areas of MOAHR, the position will also serve as a liaison to the agencies for which MOAHR conducts hearings which include: Attorney General's office, interested parties, attorneys/advocates representing parties, petitioners/respondents, claimants/employers and if applicable, charging parties/employers and/or interveners in contested case hearings.

**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 Michigan Office of Administrative Hearings and Rules conducts contested case hearings and mediations under a wide variety of statutory frameworks. This position provides legal secretarial support to assigned Administrative Law Judges/Referees who conduct the hearings.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

EDUCATION:

Possession of a high school diploma.

**EXPERIENCE:**

Legal 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.

Legal Secretary 8: 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 involving legal secretarial practices equivalent to the Legal Secretary 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must possess knowledge of computer systems and applications; knowledge of general office practices; knowledge of correct English usage, spelling, punctuation, and legal terminology; knowledge of organization and composition of business letters; and knowledge of administrative hearing and court rules and procedures. Must possess good communication skills, the ability to interpret complex instructions and guidelines in order to make decisions, the ability to exercise tact and diplomacy in giving out information to callers and visitors, and the ability to transcribe documents from written, oral, or computer-generated formats. Must also be able to determine work priorities and work under stressful conditions.

**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

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

\_\_\_\_\_  
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