

**State of Michigan  
Civil Service Commission**

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

Position Code

1. STUDASTEG64R

## 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 Office of Administrative Hearings and Rules
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor COLEMAN, MAKIA; DEPARTMENTAL MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor FRIMPONG, KIMBERLY L; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work Cadillac Place-3026 W. Grand Blvd, Detroit / Days and hours to be determined by supervisor

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

This position will assist the Michigan Office of Administrative Hearings and Rules (MOAHR) in a variety of administrative support related activities. This is an entry level student assistant position performing work under close and immediate supervision.

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: 95**

This position will perform a variety of administrative and clerical support activities under close supervision.

**Individual tasks related to the duty:**

- Photocopy, collate and/or compile data for various projects and reports.
- Process file requests from interested parties.
- Distribute mail and faxes.
- Assist with gathering media for upcoming hearings.
- Prepare files for imaging and process closed files.
- Serve as telephone backup

**Duty 2**

**General Summary:**

**Percentage: 5**

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.

This is an entry level student assistant position with work and assignments closely reviewed and monitored by the supervisor.

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

As an entry level position, the student assistant will be supervised closely under well defined guidelines and specific assignments. The assignments and tasks will be reviewed while in progress by the supervisor. As the student assistant develops skills, some individual judgment will be utilized in determining the best approach in completing assignments.

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. The student assistant may be required to deliver and pick up materials from off-site locations and offices as needed.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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 is an entry level position which will assist the Michigan Office of Administrative Hearings and Rules (MOAHR) in performing various tasks and office related duties. Work will be performed under well defined guidelines and assignments will be closely monitored by the supervisor.

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 is a centralized hearings agency that conducts contested case hearings and mediations under a wide variety of statutory frameworks. This position will assist the agency in various office related activities and duties.

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

Current enrollment in a high school, a vocational or technical school, or post-secondary educational institution

**EXPERIENCE:**

No specific amount or type is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have some knowledge of computer systems and applications; knowledge of general office practices, filing systems and recordkeeping; knowledge of correct English usage, spelling and punctuation. Must possess the ability to operate standard office equipment, i.e., telephone, fax, copy machine; must be able to follow oral and written instructions, communicate effectively; and maintain favorable public relations

**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