

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYE

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 DOC-CARSON CITY FAC/CARSON CIT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Secretary-E	10. Division
5. Working Title (What the agency calls the position) Secretary E8	11. Section Programs/Housing/Operations
6. Name and Position Code Description of Direct Supervisor ASSISTANT DEPUTY WARDEN-3	12. Unit W41
7. Name and Position Code Description of Second Level Supervisor STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 10274 Boyer Rd., Carson City, MI 48811 / Carson City/Monday-Friday, 8:00 A-4:30 P

14. General Summary of Function/Purpose of Position

This position provides secretarial support to the Assistant Deputy Warden(s) office within the Facility. This position will complete standard secretarial duties, including sorting and distributing mail, composing routine correspondence, scheduling and arranging meetings and appointments. These duties will require the handling of confidential information. This individual also completes special projects and other duties as assigned

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: 40

Creates and maintains files for the Assistant Deputy Warden's Office. Prepares statistics for monthly reports and track due dates and follows up for the Assistant Deputy Warden's Office.

Individual tasks related to the duty:

- Receives reports from various areas of the facility, logs, and distributes
- Proofs reports for content completeness, grammar, spelling, and typos, and signatures of each involved staff.
- Ensures that documents are retained as mandated in the Retention Schedule.
- Copy and scan files when requested for litigation as ordered by the courts.
- Updates post orders and posted rules as needed with information from custody supervisors.

Duty 2

General Summary:

Percentage: 30

Provides general secretarial support to the Assistant Deputy Warden's Office within the facility, including preparing routine correspondence of a confidential and non-confidential nature, taking minutes etc.

Individual tasks related to the duty:

- Schedule locations of meetings
- Take, transcribe and distribute minutes of meetings as directed. This could include Assistant Deputy Warden Staff meetings, Safety & Health Meetings, and Prisoner PBF/Prisoner Store/Quartermaster and Property Forum minutes.
- Compose correspondence and cover memos
- Sort, scan, distribute, and copy as needed any incoming and outgoing mail
- Bi-weekly payroll preparation
- Operate all standard office equipment

Duty 3

General Summary:

Percentage: 20

At the Assistant Deputies' direction, provide information to management staff and any callers requiring knowledge of agency operations.

Individual tasks related to the duty:

- Receives and screens telephone calls, provides information or refers callers to the proper staff
- Composes letters, memorandums and reports, utilizing knowledge of instructions and/or guidelines.
- Provides assistance to outside agencies and prisoners by providing assistance and transmitting privileged or confidential information to authorized individuals as instructed by the Assistant Deputy Warden.
- Track progress to ensure completion of Self Audit file reviews.

Duty 4

General Summary:

Percentage: 10

Compile, organize and prepare reports. General office duties.

Individual tasks related to the duty:

- Compiles, organizes and prepares periodic reports
- Collects pertinent data from other work units responsible to the Assistant Deputy Warden(s) for reporting purposes.
- Prepares weekly and monthly statistical reports for the Assistant Deputy Warden, Deputy Warden, Warden, and Central Office
- Shreds LEINS and other confidential information as needed
- Maintains log of budget expenses within the Assistant Deputy Warden's Office
- Orders office and other supplies
- Track metrics for Performance Factors for the Assistant Deputy Warden and others within his/her area of control as directed.
- 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.

Disseminating information to appropriate personnel. Following existing policy and procedure as it pertains to the Assistant Deputy Warden's area. Prioritizing their work for the Assistant Deputy Warden's area. Referring family/prisoner questions regarding prisoners and facility rules to appropriate staff. Directing information received regarding employees, residents to appropriate staff/department/agency.

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

When requests for information are outside the established procedures such as when confidential information is requested or when information is requested regarding prisoners which should or should not be provided. When new policies and procedures change activities and/or functions.

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.

Exposed to dangers inherent by working in a prison setting, within the confines of a secure area which includes direct contact with prisoners daily. Walk through a prison yard during yard time without an escort. Lift and carry record office files from one building to another. Also standing, climbing, lifting, stooping, crouching, carrying, reaching and bending. Conditions: hot, cold, wet, noise of office equipment, noise of building renovations.

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, I agree with employee on responses for items 1 through 20

23. What are the essential functions of this position?

Assist the Assistant Deputy Warden(s) completing standard correspondence, scheduling meetings, keeping track of the supervisor's calendar, etc. Files and organizes reports, memos, policies and procedures. Maintains confidentiality of staff investigations, etc.

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

New position

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

The Assistant Deputy Warden's secretary provides clerical and administrative support carrying out all functions of this office, maintaining confidentiality in all areas; take minutes and Mobilization critiques when needed. Assists in the Command Center during Mobilizations by taking notes.

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:

Secretary 7

Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience.

Secretary E8

Three years of office experience involving administrative support practices, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Civil Service Rules, MDOC Employee Work Rules, Department Policy Directives, Facility Operating Procedures. Knowledge of MDOC functions, goals and practices. Ability to prioritize.

CERTIFICATES, LICENSES, REGISTRATIONS:

n/a

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.

ROSALINDA KITTLE

9/10/2021

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