

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b>
1. DPTLTCHEX67R

## 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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Elections
4. Civil Service Position Code Description Departmental Technician-E	10. Division Filing, Disclosure & Compliance
5. Working Title (What the agency calls the position) Departmental Technician	11. Section Filing & Canvassing
6. Name and Position Code Description of Direct Supervisor BURNS, ROBERT M; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRATER, JONATHAN P; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 W. Allegan St. Lansing, MI / Monday - Friday, 8:00 a.m. - 5:00 p.m.

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

This position is responsible for performing essential paraprofessional functions of the Filing & Canvassing Section and assisting with general filings for the Filings, Disclosure & Compliance Division submitted under the Michigan Campaign Finance Act, Michigan Election Law, Michigan Lobby Registration Act, and the Michigan Law on Notarial Acts. The incumbent will assist staff in accepting and processing statewide proposals recall, and candidate petitions as well as other documents required to be filed to obtain ballot access. The position supports staff with election night reporting, assists county clerks in the completion of the county canvass and coordinates with staff in the State canvass. The position processes general filings, mailings, payments & reports for the Division.

**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: 50**

Assist in the filing and canvassing of petitions and ballot access documents.

**Individual tasks related to the duty:**

- Assist Division staff in processing statewide proposal, recall, and candidate petitions by reviewing signatures and verifying registration status of petition signers.
- Accept filings of ballot access paperwork, including affidavits of identity, affidavits of candidacy, and post-election compliance statements.
- Review affidavits of identity for compliance with Michigan Election Law.
- Reviews the format of petitions submitted for compliance with Michigan Election Law and the Administrative Rules.
- Process requests for copies of petitions and ensure distribution to requester.
- Document and track status of submitted petitions.
- Assist in gathering records necessary for presentation to senior Bureau staff and the Michigan Board of State Canvassers.
- Maintain and organize manuals and instructions for submission of statewide proposal, recall, and candidate filings.

**Duty 2**

**General Summary:**

**Percentage: 30**

Support election management database system and election night canvassing.

**Individual tasks related to the duty:**

- Work with Division staff to process affidavits received from candidate filers.
- Maintain Election Management Database (EMS) with appropriate offices for each election.
- Follow all relevant candidate and ballot proposal deadlines to ensure accuracy in the database.
- Routinely communicate directly with candidates and county clerks to verify accuracy in the database.
- Post information to the Bureau Web site.
- Work with filers to obtain web site addresses to serve as the candidate voter guide.
- Enter filers into ballot administration program.
- Assist where necessary to ensure that candidate vote total data is accurate and posted.
- Review election night returns for completion and enter into EMS.
- Receive compiled results from county canvass and contact county clerks if necessary.

**Duty 3**

**General Summary:**

**Percentage: 10**

Process general Division filings, mailings, payments and reports.

**Individual tasks related to the duty:**

- Processes payments received for candidate filings, including for ballot access and campaign finance.
- Sends correspondence to voters, candidates, and filing officials regarding deadlines and other requirements under the Michigan Election Law or Michigan Campaign Finance Act.
- Assist Division staff in processing filings submitted under the Michigan Election Law, Campaign Finance Act, Lobby Registration Act, and Michigan Law on Notarial Acts.

**Duty 4**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Performs other duties as assigned by supervisor.

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

Decisions that are consistent with established office policies and procedures.

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

Decisions that are outside existing office or department policies and procedures or will result in a change to an existing policy or procedure. Decisions that are issues of first impression or highly sensitive.

**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.**

Normal office environment. Occasional lifting of boxes containing documents. May require minimal travel.

**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 responsible for performing essential paraprofessional functions of the Filing & Canvassing Section and assisting with general filings for the Filings, Disclosure & Compliance Division submitted under the Michigan Campaign Finance Act, Michigan Election Law, Michigan Lobby Registration Act, and the Michigan Law on Notarial Acts. The incumbent will assist staff in accepting and processing statewide proposal, recall, and candidate petitions as well as other documents required to be filed to obtain ballot access. The incumbent will support staff with election night reporting, assists county clerks in the completion of the county canvass and coordinates with staff in the State canvass. The incumbent will process general filings, mailings, payments & reports for the Division.

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

N/A

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

The Filings, Disclosure, & Compliance Division is responsible for all Bureau of Elections functions related to campaign finance, lobby registration, disclosure, analysis and compliance; notary public registration; document authentication; and state-level candidate and statewide petition filings. The Filings & Canvassing Section is responsible for accepting and processing all statewide proposal, recall, and candidate petitions to determine ballot eligibility. The section also oversees election night reporting, assists county clerks in the completion of the county canvass and coordinates with staff in the State canvass. The incumbent will assist staff in completing these tasks.

**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:**

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 of rules, regulations, policies and procedures that apply to work in the office.

Knowledge of Microsoft office software applications and web page orientation and design.

Ability to interpret and apply complex laws, rules and regulations.

Ability to analyze data and operations and make recommendations for change.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to plan, prioritize and multi-task.

Ability to make independent decisions.

Excellent organizational skills.

Excellent time management.

**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.***

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Supervisor

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Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None

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

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Appointing Authority

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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.*

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Employee

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Date