

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. GNOFASTE44R

**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> DEPARTMENT OF STATE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> GENERAL OFFICE ASSISTANT-E	<b>10. Division</b> Customer Records Division
<b>5. Working Title (What the agency calls the position)</b> General Office Assistant – Document Preparation Team	<b>11. Section</b> Vehicle Records Program Section
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; OFFICE SUPERVISOR-2	<b>12. Unit</b> Document Processing Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> RICHMOND, DAVID; DEPARTMENTAL MANAGER-3	<b>13. Work Location (City and Address)/Hours of Work</b> 7064 Crowner Dr, Lansing MI 48918 / 8:00 am - 4:30 pm, Monday - Friday

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

This position performs various clerical tasks in the Document Processing Unit. The Document Processing Unit prepares documents for imaging as well as processes the title receipt documents, bursts titles, performs quality review of titles and performs pulls and releasing of documents. This position, under the direction of the supervisor and/or lead worker, will document receipt of daily reports from branch offices and dealers, search batches of scanned work for documents missing images as noted on report, and locate documents that need to be sent to other units. This position will also prepare documents for scanning, sort reports, burst titles, and pull error/exception documents for special handling.

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**

Prepare documents for scanning.

**Individual tasks related to the duty:**

- Unfold, remove staples, and repair tears.
- Align the edges of document bundle.
- Ensure documents in proper sort order for microfilming/scanning.
- Stack documents squarely and in proper order.
- Release documents to Imaging Team for microfilming/scanning.

**Duty 2**

**General Summary:**

**Percentage: 30**

Search for missing documents reflected on "Activities Missing Images" report and title pulls.

**Individual tasks related to the duty:**

- Search batches of scanned work for documents missing images as noted on the report.
- Locate documents that need to be sent to various work units and destroy remaining documents.
- Generate Activities Missing Images report cover sheets through CARS database.
- Set up and release found documents and cover sheets with notation to Imaging.
- Destroy remaining documents.
- Pull expeditious titles for special mailing.

**Duty 3**

**General Summary:**

**Percentage: 15**

Chart and sort branch and dealer End-of-Day reports.

**Individual tasks related to the duty:**

- Open report envelopes, verify correct day's work, and remove various documents needed for further handling.
- Sort mail envelopes by date and branch number.
- Log reports received into Access database.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Sort and distribute daily reports generated by mainframe computer.
- Perform qualify check of titles.
- Separate printed titles using Burster machine.

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

Forty to sixty thousand documents are mailed in daily from the branches and dealers. Person in this position works independently sorting documents, search batches of scanned work for documents missing images as noted on report and preparing documents for scanning. Deciding which documents to pull and when documents are unable to go through scanning equipment and must be photocopied first.

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

When guidelines are not clear or when unsure of where to send documents. Also, when equipment (Burster) malfunctions.

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.

Repetitive hand and arm movements.

Load and unload boxes of documents from carts. Move those carts from one area to another.

Transport baskets of documents weighing 25 lbs. stored above the shoulder and below the knees.

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?

The essential duties of this position are to perform clerical duties within the Document Management Sub-unit. The duties include documenting which reports are received from branch offices and dealers daily, preparing documents for scanning, search batches of scanned work for documents missing images as noted on report, performing quality control checks on titles, and sorting mainframe generated reports to other areas within the building.

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?

This position serves as the clerical worker in the Title Management Team area of the Document Management Unit. The Document Management Unit prepares documents for imaging as well as processes the title receipt documents, bursts titles, performs quality review of titles, and performs pulls and releasing of documents.

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:**

**General Office Assistant 5**

No specific type or amount of experience is required.

**General Office Assistant 6**

One year of administrative support experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of general office practices.

Ability to communicate effectively.

Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.

**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

6/21/2019

\_\_\_\_\_  
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