

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency ATTORNEY GENERAL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) ENVIRONMENT AND GOVERNMENT OPERATIONS BUREAU
4. Civil Service Classification of Position LEGAL SECRETARY 7, E8, 9	10. Division CIVIL RIGHTS AND SPECIAL INTERESTS
5. Working Title of Position (What the agency titles the position) LEGAL SECRETARY	11. Section
6. Name and Classification of Direct Supervisor (VACANT) DIVISION LEGAL SECRETARY SUPERVISOR 2	12. Unit
7. Name and Classification of Next Higher Level Supervisor NEIL GIOVANATTI ATTORNEY ADMINISTRATOR-3	13. Work Location (City and Address)/Hours of Work 525 w. OTTAWA STREET, LANSING, MICHIGAN MONDAY – FRIDAY / 8:00 A.M. – 5:00 P.M.

14. General Summary of Function/Purpose of Position

The purpose of this position is to provide Legal Secretary duties for the Civil Rights and Special Interests Division. Duties include: preparation of legal pleadings, briefs, letters and memoranda utilizing legal secretarial terminology, practices and procedures, format, form and spelling; docket and maintain/organize case files; and general office tasks.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 55

Preparation of legal documents and correspondence. Handle any other assignment relating to the successful performance of the duties, goals, and objectives of the Department.

Individual tasks related to the duty.

- Type, format, proofread, archive, and print pleadings and related documents in accordance with court rules for filing with various courts.
- Copy, scan, and file legal documents with appropriate courts by the appropriate method (electronic, mail, or in person).
- Communicate with various personnel to schedule hearings, depositions, and appointments.

Duty 2

General Summary of Duty 2 % of Time 30

Maintain files and calendar for assigned attorneys.

Individual tasks related to the duty.

- Establish new case files and maintain them.
- Review all incoming mail and correspondence noting all urgent matters with attorneys.
- Docket all pleadings and discovery.
- Maintain assigned attorney(s) calendar.
- Close case files upon completion.

Duty 3

General Summary of Duty 3

% of Time 15

Answering telephone calls, filing, and miscellaneous duties.

Individual tasks related to the duty.

- Answer telephone inquires directing calls to the appropriate individual, division, or handle personally.
- Assist other division personnel as needed.
- Prepare closed files to be transferred to Records Center.

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

-

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

-

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Prioritization of workload; organization of case files; answering inquiries or directing to appropriate personnel; and determining due dates on various legal pleadings.

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

When clarification is needed for an unfamiliar or unique assignment, situation or procedure.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Work is performed in an office setting often sitting for long periods in front of a computer. There is sometimes stress in meeting deadlines. The position requires occasional lifting, bending, walking, standing, and crouching.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

20. My responsibility 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. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties of this position?

To provide clerical support for assigned attorneys within the Civil Rights and Special Interests Division, including typing legal pleadings in appropriate format for the various federal, state and administrative courts, ensuring that the appropriate exhibits, number of copies, service, filing and other court rule requirements are met. Additionally, the position requires maintaining files and calendars. The individual is required to perform secretarial duties in a confidential manner that includes answering telephones, screening calls, scheduling conferences, meetings and court hearings and typing correspondence and memoranda.

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 division is responsible for legal representation of the State of Michigan, Department of Attorney General, and Department of Civil Rights.

The position is key to providing clerical support for assigned attorneys.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

High school diploma or equivalent.

EXPERIENCE:

As described in applicable Civil Service Job Specifications.

KNOWLEDGE, SKILLS, AND ABILITIES:

Language skills including spelling, grammar, punctuation, etc. Typing skills and knowledge of personal computers, office equipment, office machines, practices and procedures. Good oral and written communication skills, effectively using discretion in giving out information and referring callers and visitors. Ability to effectively deal with people and work under stress. Ability to transcribe documents from written, oral or computer-generated formats. Knowledge of court rules/procedures and administrative hearing procedures. Ability to follow complex instructions and to prioritize.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date