

**State of Michigan
Civil Service Commission**

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

Position Code

1. LGLSECE

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 ATY GNRL CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Criminal Justice Bureau
4. Civil Service Position Code Description Legal Secretary-E	10. Division Criminal Trials & Appeals Division
5. Working Title (What the agency calls the position) Legal Secretary	11. Section
6. Name and Position Code Description of Direct Supervisor ELVE, MEAGAN R; DIVISION LEGAL SECRETARY SPV-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAGAMAN-CLARK, DANIELLE J; ATTORNEY ADMINISTRATOR-3	13. Work Location (City and Address)/Hours of Work 3030 W. Grand Blvd., Detroit, MI 48202 / Monday - Friday 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position provides legal secretary services to litigation attorneys in the Trials Section of the Criminal Trials and Appeals Division of the Department of Attorney General. Duties include docketing, maintaining/organizing case files, maintaining the calendars for Assistant Attorneys General, scheduling of meetings, compiling important statistics, as well as preparation of search warrants, investigative subpoenas, complaints and warrants that initiate criminal prosecution, specifically of UIA cases. The position requires an understanding of the legal criminal process and procedural requirements of the district and circuit courts in the State of Michigan

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: 60**

Prepare and arrange various legal documents and office records

Individual tasks related to the duty:

- Type, compose and edit memoranda, correspondence, subpoenas, pleadings, motions and briefs
- Receive, place, screen and record phone calls/messages
- Create and compile case file statistical information
- Handle phone and in-person inquiries of visitors, witnesses, court and law enforcement personnel
- File legal documents with appropriate courts
- Type and prepare search warrants, investigative subpoenas and court notices
- Prepare complaint and warrant packets for court filing via ACT database
- Arrange and compile discovery material, trial notebooks and exhibits

Duty 2**General Summary:****Percentage: 20**

Input, retrieve, review, and compile case file information

Individual tasks related to the duty:

- Create/Input warrant requests on Adult Case Tracking Database
- Input, track and review case information of defendants, suspects and/or witnesses on out-county court systems
- Open/update/close, retrieve and maintain case file information on departmental database (Legal Files)
- Research and clarify case dispositions requests for MSP Central Records Division

Duty 3**General Summary:****Percentage: 10**

Maintain attorney calendars, schedule meetings/hearings and process expense requests

Individual tasks related to the duty:

- Make travel arrangements for attorneys, witnesses and experts
- Process attorney reimbursement requests
- Calculate and process witness appearance fees and travel reimbursements
- Schedule attorney meetings, depositions, witness interviews and trial prep
- Arrange court reporter, and transcription services
- Process attorney out-of-state travel/speaker requests
- Maintain and update attorney work and court calendars

Duty 4**General Summary:****Percentage: 5**

Maintain office files, supplies and equipment

Individual tasks related to the duty:

- Establish, organize, maintain and purge division files
- Submit Record Retention Center requests via Versatile
- Prepare and submit supply requisition requests

Duty 5**General Summary:****Percentage: 5**

Provide administrative support to Section Head Attorney and three Assistant Attorney Generals assigned to the Detroit Criminal Division, and answer telephone calls

Individual tasks related to the duty:

- Process inter-office and out-going mail requests
- Copying/filing
- Opening/updating/closing case files
- Handle receptionist desk on rotating basis

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

In this position, independently prioritize case file handling and processing. Also independently establish and maintain the division filing system, and purging of closed division files. Additionally, independently handle case inquiries from defense attorneys, witnesses and court personnel by phone and unscheduled in-person visits. Being able to handle these duties independently affects the efficient transition of the case from inception to final disposition.

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

Decisions that are relayed to the supervisor for review are any situations which fall outside the division's normal policy and procedures

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.

Physical effort expended in this position consists of carrying case materials of approximately 10 lbs or more, standing, bending, kneeling, walking consist of 20% of work time. Sitting and reaching consists of 80% of work time.

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?

New Position

23. What are the essential functions of this position?

This position will provide legal secretarial services for one full-time Section Head Assistant Attorney General, three full-time Assistant Attorneys General, plus administrative support for special agents/investigators as needed. The attorneys and investigators handle the criminal litigation and investigation assignments. This work could include preparing legal documents, memos, and correspondence. This position also provides data entry into the department's database system, Legal Files. Each file is opened, maintained as it progresses, and closed with the supporting documents.

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?

In the Attorney General's Criminal Division, this position provides administrative and legal secretarial services for four full-time Assistant Attorneys General, and administrative (mostly) work for special agents/investigators in the Criminal Division's Detroit office. This assignment includes preparation of complaints, warrants, informations, and bindovers (in ACT), plus subpoenas, other pleadings, correspondence, and e-mails in Microsoft Office. In addition, this position does data entry into the department's database, Legal Files, with regard to opening, maintaining, scanning of documents, and closing files. Making calendaring entries in Legal Files for the various court hearings is a routine part of this position

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:

Legal Secretary 7

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

Legal Secretary E8

Three years of office experience involving administrative support practices, including one year involving legal secretarial practices equivalent to a Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of organization, workflow, office practices, procedures, equipment, correct English usage, spelling, preparing business letters and reports, making appointments, organization and maintaining a filing system, legal forms & terminology, and court hearing rules and procedures; application of instructions & guidelines; and mission of the Criminal Division.

Skills to compose correspondence, reports, and legal documents; and skills to operate a computer, printer, copier/fax/scanner.

Ability to follow complex instructions and apply them to everyday work; maintain composure during stressful situation; communicate effectively; use reference materials/manuals; use diplomacy and discretion when providing information to callers or visitors; perform mathematical calculations; use transcription equipment; interpret/analyze instructions & guidelines; and determine work priorities.

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.

None

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

JULIE CAMPBELL

4/13/2022

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