

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

**Position Code**

1. DIVSSPV2

## 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> ATY GNRL CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Environment and Government Operations Bureau
<b>4. Civil Service Position Code Description</b> Division Legal Secretary Spv-2	<b>10. Division</b> Civil Rights and Special Initiatives Division
<b>5. Working Title (What the agency calls the position)</b> Division Legal Secretary Supervisor 11	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> NEIL GIOVANATTI; ATTORNEY ADMINISTRATOR-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> GEMINICK, LISA; INTERIM SENIOR EXECUTIVE ATTORNEY	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W OTTAWA ST; LANSING, MI 48915 / Monday-Friday 8 a.m. to 5 p.m.

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

This position provides management assistance, legal secretarial support and supervisory assignments in the Civil Rights and Special Initiatives Division, performing complex administrative and legal secretarial duties, for the Division Chief, senior, specialists and higher-level attorneys, such as scheduling hearings, preparing legal documents and correspondence, docketing cases, maintaining court dockets, training, serving as a resource, and providing information and direction to other secretarial staff. This position performs a full range of management assistance, legal secretarial assignments, and reporting to the Division Chief. This position has supervisor responsibilities and oversight over the Division's Legal Secretary positions. This position requires advanced knowledge and expertise of legal practices to proficiently prepare pleadings and advanced knowledge of Department of Attorney General databases and software systems, such as Legal Files and SIGMA, to prepare and complete all division reporting requirements on a monthly basis.

**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**

Supervise legal secretaries and other support staff assigned. General responsibility for maintaining office equipment, supplies and inventory.

**Individual tasks related to the duty:**

- Supervise the activities of the division's legal secretaries, including but not limited to, including the preparation of performance evaluations.
- Participates in the selection and assignment of staff.
- Evaluates and verifies employee performance through the review of completed work assignments.
- Oversee the opening and maintenance of files assigned to the division's attorneys.
- Close files.
- Independently arrange for equipment and various supplies or services needed by the division.
- Train new legal secretaries and other support staff assigned to the division and acquaint them with the department's/division's policies, procedures and regulations. Also, supervise any temporary personnel assigned to the division.
- As necessary, independently respond to inquiries or situations that arise within the division, providing either the appropriate answer or routing the problem to the proper person or agency.

**Duty 2**

**General Summary:**

**Percentage: 20**

Secretary to the Division Chief. Prepare department and client reports

**Individual tasks related to the duty:**

- Prepare individual and monthly reports as needed by the Division Chief, the department, and client agencies.
- Close case and transaction files.
- Finalize and transmit hot topics.
- Oversee the division's files. Maintain record center records and oversee the transmittal of files to records center.

**Duty 3**

**General Summary:**

**Percentage: 20**

Perform legal secretarial work for the division attorneys.

**Individual tasks related to the duty:**

- Type, format, proofread, archive and print pleadings and related documents provided in written, dictated, and word processing computer file form for filing in various courts.
- Review and finalize letters and memoranda.
- Maintain case files.
- Review and docket all incoming mail and present to attorneys to inform them of deadlines.
- Schedule and record hearings, depositions, appointments, conference calls and travel arrangements.
- Maintain a calendar for assigned attorneys.
- Close case files upon completion.
- Advise record keeper of any updates that are needed for reporting purposes on assigned attorneys' files.

**Duty 4**

**General Summary:**

**Percentage: 10**

Miscellaneous duties.

**Individual tasks related to the duty:**

- Research information concerning cases.

- Review case lists for assigned attorneys to check accuracy and bring changes or corrections to the attention of the appropriate persons.
- Communicate as necessary with courts to learn case status, schedule motions, etc.
- Work with other parties on the telephone to schedule depositions, meetings, conference calls, etc.
- Assist other secretaries when necessary and as time permits.
- Participate in back-up telephone coverage

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

Prioritization of workload. Organization of case files. Answering telephone inquiries and directing to appropriate personnel.

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

When situations or questions involve procedures or certain supervisory decisions as to problems which have not previously arisen; questions of interpretation of statutes or rules requiring an attorney's expertise; at any time when unsure of proper procedure or supervisor's viewpoint.

**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.**

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 position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	LEGAL SECRETARY		WORD PROCESSING ASST

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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?**

This position provides management assistance, legal secretarial support and supervisory assignments in the Civil Rights and Special Initiative Division, performing complex administrative and legal secretarial duties, for the Division Chief, senior, specialists and higher-level attorneys, such as scheduling hearings, preparing legal documents and correspondence, docketing cases, maintaining court dockets, training, serving as a resource, and providing information and direction to other secretarial staff.

Regular in person attendance on assigned days is an essential function of this position.

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 Civil Rights and Special Initiative Division handles all civil rights matters and special initiatives. The division advises and represents the Michigan Civil Rights Commission (MCRC), the Michigan Department of Civil Rights (MDCR), the Michigan Women's Commission (MWC), the Commission on Middle Eastern American Affairs (CMEAA) and the Division on Deaf, Deafblind and Hard of Hearing (DODDBHH). The Division also handles cases and other legal matters of national and statewide significance as directed by the Attorney General. This position provides advanced Legal Secretarial services for assigned attorneys and clerical support for the Division Legal Secretary Supervisor in maintaining office records.

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:**

**Division Legal Secretary Supervisor 12**

Six years of legal secretarial experience, including four years equivalent to a Legal Secretary E8, or three years equivalent to a Legal Secretary 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong interpersonal and communication skills. Thorough knowledge of correct English usage, spelling, punctuation, legal terminology and syntax. The capability to organize and format legal documents and correspondence. The ability to operate and interface with computers, office equipment, databases, case management and other electronic systems, including Legal Files. Complete understanding of department practices and procedures. The ability to apply instructions and guidelines to specific problems arising in the work area. Knowledge of the court rules and procedures, including e-filing. Organizing and maintaining filing systems. Ability to effectively deal with people, work well under highly stressful conditions, follow complex instructions, and use diplomacy and discretion.

**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.*

\_\_\_\_\_  
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