

1. Position Code
DIVSSPV1

State of Michigan
Civil Service Commission
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)
4. Civil Service Classification of Position Division Legal Secretary Supervisor-1	10. Division Corrections Division
5. Working Title of Position (What the agency titles the position) Section Head Secretary	11. Section Litigation/Trial
6. Name and Classification of Direct Supervisor Wendy Todd Division Legal Secretary Supervisor-3	12. Unit
7. Name and Classification of Next Higher Level Supervisor Lisa Geminick Attorney Administrator-3	13. Work Location (City and Address)/Hours of Work 525 W. Ottawa Street, Lansing, MI 48913 Monday-Friday, 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

The function of this position is to serve as the Section Head Secretary to an Assistant Attorney General who is a supervisory employee within the Department of Attorney General's Corrections Division. Duties include: first-line supervision of section's legal secretaries and other support staff; handling of executive support activities; performing advanced legal secretarial duties in litigation cases; recordkeeping, case control, and preparation of reports regarding section activities.

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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 40

Supervises the workflow within the section. Supervises the legal secretaries and other support staff assigned to the section. Trains and acquaints new personnel with respect to the work and administrative procedures of the section and division. Performs other administrative support duties for the division, including sensitive and confidential matters.

Individual tasks related to the duty.

- Keeps apprised of the workload of each of the individual secretaries and other support staff in the section and makes adjustments when necessary.
- Identifies staff development and training needs. Trains new legal secretarial and other support staff assigned to the section and acquaints them with department policies, procedures, regulations and templates as well as division and section procedures.
- Designs, revises and/or establishes instructions and procedures for the work area.
- Prepares performance evaluations.
- Approves leave usage for subordinates and utilizes the Division's manager calendar outlining leave usage; ensure coverage exists during usage of leave, holidays, etc.
- Supervises temporary employees when necessary and prepares evaluations of such temporary employees at the request of the vendor.
- Responds to inquiries or situations that arise within the section, providing either the appropriate answer or routing the problem to the proper person or agency, which involves knowledge of the supervisor's viewpoint and following through on the problem and solution.
- Maintains open communication with subordinates and supervisors through sharing of information concerning necessary and/or appropriate changes in policies, procedures, court rules, etc.; conducts periodic section meetings.
- Performs administrative support activities, which may be highly confidential and sensitive.
- Independently prepares various reports for the supervisor concerning pending and current workload in the section. Responsible for miscellaneous section activities and functions such as setting up and maintaining files for miscellaneous correspondence, litigation files, administrative files and research files.

Duty 2

General Summary of Duty 2

% of Time 40

Secretary to Assistant Attorney General in charge of the section or other managerial attorney(s) within the Division. Perform executive, administrative and advanced legal secretarial tasks for the managerial attorney.

Individual tasks related to the duty.

- Prepare and file pleadings and other legal documents in administrative and litigation cases in accordance with department standards and court rules for filing with various state and federal courts, and formatting of briefs and other legal pleadings; proofreading; scanning; checking and providing parallel cites; independently preparing notices of hearing, proofs of service, etc., and the necessary letters to courts and opposing attorneys; and appropriately filing said documents with the court.
- Electronically file pleadings with court, when required, following court's policies and procedures.
- Prepare and assemble exhibits to pleadings, as well as discovery documents, trial notebooks and exhibits.
- Ensure service upon the appropriate parties in accordance with court rules.
- Photocopy and/or scan documents and distribute by facsimile, United States mail, United Parcel Service, State ID mail, email and/or hand delivery in accordance to pertinent circumstances.
- Communicate with various courts, the client agency, opposing counsel, and other professionals on a daily basis to schedule hearings, depositions, appointments, conference calls and travel arrangements; coordinate statements, affidavits and discovery responses; and determine or convey case status.
- Independently prepare routine letters and memoranda.
- Keep apprised of court rules and electronic filing rules and procedures, as well as departmental policies, standards, procedures, etc., to ensure proper filing of documents.
- Prioritize work based on court-imposed and other deadlines in order to avoid default or other sanctions.

Duty 3**General Summary of Duty 3****% of Time 10**

Maintain and organize litigation case files which are maintained electronically in accordance with the division's naming convention and protocols, and promptly calendar for assigned attorney(s).

Individual tasks related to the duty.

- Set up new case files electronically and maintain them organized and updated to facilitate efficiency.
- Review all incoming mail and e-mail and bring any urgent matters to the appropriate attorney's attention.
- Docket all pleadings and discovery.
- Maintain a calendar for assigned attorney(s) to inform attorney of court-imposed and other deadlines and to ensure no scheduling conflicts.
- Timely close case files upon completion.

Duty 4**General Summary of Duty 4****% of Time 10**

Input, retrieve, update and delete information using State of Michigan customized computerized databases; receive and screen telephone calls and provide information to others; and perform other miscellaneous duties.

Individual tasks related to the duty.

- Accurately and proficiently query, research, input, update and delete case information in department case control system; open or oversee the opening of all legal case files assigned to the section in the case control system.
- Review case lists and deadlines for assigned attorneys to check accuracy, bringing changes or corrections regarding cases to the attention of the appropriate person.
- Schedule and arrange for travel for staff, including scheduling transportation and making hotel reservations; timely prepare travel requests and travel vouchers.
- Record attendance; serve as back-up timekeeper when necessary.
- Review materials relating to work, such as department and division memoranda and e-mail, MDOC newsletters, and court bulletins.
- Answer incoming telephone calls on the division's main line, answering inquiries and directing calls to the appropriate individual, division or other agency, and taking accurate messages for staff.
- Sort, open, date stamp, review and query general division mail to determine to whom it should be referred and distribute appropriately.
- Assist other staff when necessary and time permits.
- Perform other division or departmental projects as may be necessary.

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.

Assignment and prioritization of work to other legal secretarial and support staff within section; development and training of staff; and screening telephone calls and mail to determine whether to personally handle or to whom the matter should be referred.

17. Describe the types of decisions that require your 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; whenever unsure of proper procedures or supervisor's viewpoint.

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.

Daily work often entails prolonged sitting, extensive exposure to computer (keyboarding), and considerable stress in meeting deadlines. It may also include occasional bending, walking, standing, crouching, pushing (staplers, hole punchers, date stamps, etc.), and lifting and carrying materials weighing up to 15 pounds.

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>
TBD	Legal Secretary 7/8/9		
Joleen McQuiston	Legal Secretary 9		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

☒ Complete and sign service ratings.

☒ Assign work.

☒ Provide formal written counseling.

☒ Approve work.

☒ Approve leave requests.

☒ Review work.

☐ Approve time and attendance.

☒ Provide guidance on work methods.

☐ Orally reprimand.

☒ 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?

Employee serves as a Section Head Secretary to a managerial attorney within the Department of Attorney General's MDOC Division. Duties include: first-line supervision of section's legal secretaries and other support staff; handling of executive support activities; performing advanced legal secretarial duties in complex litigation cases; recordkeeping, case control, and preparation of reports regarding work-related activities.

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

The duties and responsibilities of this position have increased with experience in independently performing a full range of administrative support activities and advanced legal secretarial duties; exercising judgment in making decisions in accordance with policies, procedures and practices; and serving as liaison for assigned attorneys in transmitting privileged legal and other information with the various courts, counsel, clients and high-level management, all with minimal supervision.

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

The MDOC Division of the Department of Attorney General serves as counsel to the Michigan Department of Corrections. The section handles all trial and appellate work in federal and state courts involving the client agency, its officers, agents and employees, and provides legal advice and counsel to the client.

This position is key to supervision of both the workflow and production of work by the section's legal secretarial and clerical support staff, provides executive support to a managerial employee within the Division, and also performs advanced legal secretarial duties requiring advanced knowledge and experience in legal secretarial practices and requirements of administrative and complex litigation.

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

EDUCATION:

High School Graduate or GED.

EXPERIENCE:

Four years of legal secretarial experience, including two years equivalent to a Legal Secretary E8, in the Department of Attorney General.

KNOWLEDGE, SKILLS, AND ABILITIES:

All requisite advanced legal secretarial skills, including grammar usage and legal terminology as well as proper organization and formatting of legal documents. Exceptional organizational skills. Ability to supervise and coordinate the work of others. Well developed oral and written communication skills. Ability to prioritize assignments and to handle multiple assignments concurrently. Ability to maintain composure and work under stressful situations due to workload and deadlines. Considerable experience and knowledge of personal computers, software, office machines, and local area networks.

CERTIFICATES, LICENSES, REGISTRATIONS:

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