

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

Position Code

1. DPTLTCHEY56R

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Collection Services Bureau
4. Civil Service Position Code Description Departmental Technician-E	10. Division Services Management Division
5. Working Title (What the agency calls the position) Legal Technician	11. Section Technical Services
6. Name and Position Code Description of Direct Supervisor SECREST, MATTHEW; DEPARTMENTAL SUPERVISOR	12. Unit Legal
7. Name and Position Code Description of Second Level Supervisor DIETERLY, WILLIAM J.; DEPARTMENTAL MANAGER	13. Work Location (City and Address)/Hours of Work 7285 Parsons Drive; Dimondale, MI 48821 / Monday -Friday; 8:00 – 5:00

14. General Summary of Function/Purpose of Position

This position serves as the Legal Technician, responsible for reviewing, preparing, and organizing documentation and files related to legal functions for the Collection Services Bureau which include the following: requests from the Office of Attorney General (AG), both Lansing & Detroit; various litigation matters including bankruptcy settlements; determination of Corporate Officer Liability (COL) and/or Successor; Power of Attorney (POA) requests; Freedom of Information Act (FOIA) requests; and other legal related functions. This position also prepares documentation utilized by Treasury in informal conference and/or Tribunal Hearings. Research, review, and interpret the law associated with above stated legal functions. This position responds verbally and in writing to telephone and written inquiries; provide support to Legal analysts; tracks, and compiles statistical data associated with collection accounts.

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: 55

Create files, review, prepare, and organize documentation related to legal functions. Review and prepare, subject to managements review, Treasury's responses to standard issues and research non-standard issues using a variety of resources, such as tax law, Revenue Administrative Bulletins (RAB), policy, and procedure. Communicate verbally and in writing to resolve accounts and other legal functions. Provide support to Legal analysts.

Individual tasks related to the duty:

- Prepare and file collection claims (bankruptcy, probate receivership, out of state collection claims, etc.) for legal proceedings and update account status to reflect appropriate responsibility.
- Review documentation from various sources to determine minimum legal requirements to pursue COL/Successor
- Recommend subpoena of bank, financial or other records to aid in the determination of COL/Successor
- Create pre-intent and/or assessment for identified officer
- Research account and payment errors to determine origin of issues and resolve the issues
- Communicate verbally and in writing with other areas within the bureau, other Treasury divisions, AG, private collection agency, taxpayer, bankruptcy trustee, and designated representatives
- Research various resources to make an informed determination
- Recommend/implement corrective action of assessment process
- Create and maintain follow up sequence for next step of collection process
- Process interdepartmental adjustments to correct accounts
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Duty 2

General Summary:

Percentage: 20

Track new and existing CSB cases in informal conference and/or Michigan Tax Tribunal. Prepare and maintain CSB case files.

Individual tasks related to the duty:

- Initiate hearing or tribunal file response
- Create files, organize, and review documentation to be utilized in informal conference and/or tax tribunal cases
- Prepare responses to standard issues and research non-standard issues using a variety of resources (tax law, RAB, policy, procedure)
- Communicate verbally and in writing with the taxpayer or designated representative
- Correct and/or update assessment(s) according to policy and procedures
- Create and maintain follow up sequence for next steps of collection process (legal actions, refunds, correct assessments)
- Research account errors to determine origin of problem and communicate problem resolution to the appropriate area
- Compose responses to questions from AG or others Treasury areas
- Update assessments(s) within prescribed policy and procedure
- Recommend legal actions subject to management approval
- Update system with action(s) taken
- Assist Legal analyst with preparation of documentation for FOIA requests
- Review forfeiture/foreclosure activities to make determination of lien-able debt to pursue

Duty 3

General Summary:

Percentage: 20

Create, compile, and analyze statistical data associated with collection accounts.

Individual tasks related to the duty:

- Compile and analyze statistical data
- Recommend process improvement(s)
- Prepare reports related to job duties (types of assessments, tax types, payments and trends, accuracy of assessments)
- Prepare backlog, production, and quality assurance reports related to job duties

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Contributes to the good of the Bureau by participating in other duties as assigned
- Acquires in-depth understanding of project goals and impacts to ensure alignment with Unit, Division, Bureau, and Department strategies
- Represents the Bureau, Division, and/or Section in meetings, on committees, and other engagements as assigned
- Provide backup administrative support (phone and Bureau mailbox) as needed

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

Decisions related to appropriate disclosure within Treasury guidelines. Decisions are made regarding the approval or recommendation of action on an account based on research and evaluation of data from various sources. Decisions are made daily using independent judgement and expertise when evaluating data and responding to internal and external customers.

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

More complex decisions and responses related to non-standard documentation associated with disclosure, accuracy of issuance, correction of accounts, hearing and tribunal response, and approvals. Requests for Treasury decision in legal matters.

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.

Lifting of boxes up to 20 pounds. Extensive PC work. Repetitive motion tasks requiring standing and sitting. Ability to communicate via telephone with taxpayer or a representative, including contact with occasional highly emotional and sometimes hostile taxpayer.

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. |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N 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?

Create files, review, prepare, and organize documentation related to legal functions. Review and prepare, subject to managements review, Treasury's responses to standard issues and research non-standard issues using a variety of resources, such as tax law, Revenue Administrative Bulletins (RAB), policy, and procedure. Communicate verbally and in writing to resolve accounts and other legal functions. Provide support to Legal analysts.

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 CSB is responsible for the collection of delinquent tax and state agency debts. This position provides technical support for legal functions within CSB including bankruptcy, corporate officer liability, successor liability, various requests – AG, FOIA, POA and Tax Tribunal, legislative and taxpayer inquiries, etc.

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:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience

requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of rules, regulations, policies, procedures, precedents, and terminology used in the work.

Knowledge of the techniques of using reference materials and organizing data for reports.

Knowledge of the techniques of interviewing and of obtaining information.

Knowledge of organizations, workflow, staffing, forms and procedures.

Ability to use a microcomputer may be required for certain positions.

Ability to abstract and present significant facts from data.

Ability to interpret and apply complex laws, rules and regulations.

Ability to analyze data and operations and make recommendations for change.

Ability to conduct training and information sessions.

Ability to communicate effectively.

Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

FTIFNPRINT sub-class code. The position has access to Federal Tax Information (FTI).

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.

BRENDA REED

2/6/2023

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