

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 GAMING CONTROL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Gaming Control Board
4. Civil Service Position Code Description Student Assistant-E	10. Division Executive
5. Working Title (What the agency calls the position) Student Assistant	11. Section External Affairs & Tribal Relations
6. Name and Position Code Description of Direct Supervisor GARRETT, KEESHA M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor TOMPKINS, JASMINE M; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 101 E HILLSDALE ST; LANSING, MI 48933 / Varies
14. General Summary of Function/Purpose of Position This position functions as a student assistant to the Michigan Gaming Control Board (MGCB) performing a variety of duties, as needed, by MGCB staff. Duties include data entry and populating information databases; providing general office assistance and support to management and staff; creating Excel spreadsheets and Word documents, preparing rooms for meetings and performing special projects as needed.	

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: 85

Perform miscellaneous duties and general office duties.

Individual tasks related to the duty:

- Perform data entry by populating current databases and creating additional data.
- Create Excel spreadsheets using proper formulas and charts.
- Create correspondence and reports using Microsoft Outlook or Word.
- Assist all staff with projects involving copying, proofreading, typing, scanning, etc.
- Copy, scan, fax and file documents.
- Assist in the preparation and scheduling of conference rooms for meetings.
- Assist with supply inventory.
- Assist in maintaining copiers with paper and toner.
- Drive to perform local errands as needed.
- Perform special projects for work area as directed.

Duty 2

General Summary:

Percentage: 15

Perform all other duties as needed to contribute to the overall operation of the Michigan Gaming Control Board.

Individual tasks related to the duty:

- Assist Lansing office staff with special projects and various tasks.
- Serve on agency committees.

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

Limited judgment/decision making is required in this position. Many decisions are governed by policies and procedures established by the MGCB.

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

Decisions where goals and/or objectives require establishing new or interpretation especially with policies, procedures, administrative rules or laws and decisions affecting MGCB budget or expenditures of funds, extremely sensitive, significant or have a direct impact on operations, jeopardy to the public trust of gambling within the state of Michigan or the mission of the MGCB. Priorities are determined by supervisor.

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 a standard office setting and physical exertion, with some bending, moderate lifting of less than 25 lbs and extensive computer use. Occasionally may be required to travel to Board Lansing/Detroit offices and in Detroit-based casinos, where employee may be exposed to high concentration of tobacco smoke and noise.

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?

This position is properly described in the preceding pages.

23. What are the essential functions of this position?

This position is located within the External Affairs and Tribal Relations section. The work area in this section assists in administration functions for the agency.

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

New position establishment.

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

The Michigan Gaming Control Board licenses, regulates, and enforces non-tribal casino gambling, internet gaming, retail and online sports betting, fantasy contests, oversees tribal gaming and licenses and regulates pari-mutuel horse racing and millionaire party charitable gaming events in the State of Michigan ensuring the integrity, fair and responsible gaming within the state of Michigan.

This position is located within the External Affairs and Tribal Relations section. The work area in this section assists in administration functions for the agency.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of office equipment or materials used in work.
- Some knowledge of office etiquette.
- Ability to use a computer.
- Ability to communicate effectively, both verbally and in writing.
- Ability to compose routine correspondence.
- Ability to file and maintain records.
- Ability to follow oral and written instructions.

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.

N/A

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

RENEE DOWNEY

4/14/2025

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