

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: EXCSECEI58N

Civil Service Class and Level: Executive Secretary-E

Working Title (What the agency calls the position):

Name and Position Code Description of Direct Supervisor: RINNAS, DONNA Z; STATE DIVISION ADMINISTRATOR

Department/Agency: MDHHS-CTR FORENSIC PSYCHIATRY

Bureau (Institution, Board, or Commission): State Hospital Administration

Division: Evaluation & Forensic Services

Section:

Unit:

Work Location (City and Address)/Hours of Work: 8303 Platt Road, Saline, MI 48176 / Monday-Friday, 8:00 am - 4:30 pm or as required

General Summary of Function/Purpose of Position: This position functions at the experienced level, performing a full range of executive secretarial and related duties using considerable independent judgment in making decisions. This position provides executive support for the Division Director of Evaluation & Forensic Services, serves as liaison between the director and others, and performs a variety of administrative and executive support tasks that are highly confidential and sensitive. This position has responsibility in areas such as correspondence and communications; information management; and coordinating service management activities. This position requires strong communication and interpersonal skills, strong organizational and decision-making abilities, the ability to maintain a high degree of confidentiality, and the ability to multi-task under time pressure and competing demands while maintaining a positive and a professional manner of relating to others.

Assigned duties and tasks for each duty.

Duty 1: Coordination of management activities for the Director of Evaluation & Forensic Services.

- Maintains working knowledge of current Evaluation Services (ES) and Forensic Services (FS) procedures.
- Assists in the oversight of the coordination between ES and FS of scheduling processes based on established guidelines and procedures.
- Serves as liaison between management and staff by transmitting information, explaining work instructions, and following up on assignments.
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the division director or other appropriate staff
- Receives and screens incoming calls, determines which are priority matters, and alerts the division director accordingly. Makes referrals to appropriate staff or provides requested information.
- Assists in creating and revising forms; proposes procedures, formats, and standards for office correspondence and operations.
- Assists in the study of office operations and services and provides recommendations for improving efficiency and economy of operations.
- Gathers data for administration inquiries or performs research on special subjects or projects.
- Performs related work as assigned.

Duty 2: Administrative support to Evaluation & Forensic Services.

- Compiles and maintains records; researches, compiles, assimilates, and prepares documents and briefs the division director regarding content.
- Reviews incoming correspondence and reports, screening items that can be handled personally and forwarding the rest to management and staff.
- Compose and distribute letters, notifications, and reports
- Maintains confidentiality of documents and information received and personnel matters.
- Performs related work as assigned.

Types of decisions made independently and whom or what those decisions affect: Make decisions regarding coordination of services including scheduling and assignment of evaluations in accordance with service guidelines. Create forms and record keeping for information tracking and managerial decision making. Provide information to staff, agencies, and individuals upon written and/or verbal request in keeping with departmental standards.
Refer urgent calls and/or correspondence to appropriate staff for action.
Evaluation Services and Forensic Services staff are impacted by these decisions as well as the Michigan court system.

Types of decisions that require the supervisor's review: Scheduling or assignment of evaluations that deviate from standard protocol.
Decisions that go beyond the scope of knowledge for this position.
Decisions that involve the commitment or obligation of the ES/FS Director.
Decisions that involve modification of ES/FS policies or procedures.

Physical effort used to perform this job and environmental conditions of this position: This position does not require unusual physical effort but must be available to work 8 hours/day or more if required. Most of the work is performed in an office setting with standard office equipment. Physical activities include sitting, standing, bending, walking, some climbing of stairs, lifting, etc. This position also requires computer use; attending lengthy meetings; handling priorities and meeting deadlines; and interacting with a range of individuals and disciplines.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: The provision of managerial assistance and administrative support to Evaluation & Forensic Services.

The function of the position's work area and how it fits into that function: The division of Evaluation & Forensic Services is comprised of Evaluation Services and the Forensic Services department. Evaluation Services (ES) is the division of CFP responsible for the timely and quality completion of forensic diagnostic evaluations of criminal defendants, serving the criminal courts in all 83 counties of Michigan. ES receives over 5000 court orders annually, which requires significant oversight and management of the timely scheduling and quality completion of these evaluations by a large staff of professional level employees. Forensic Services is the department responsible for processing evaluation and treatment orders from the criminal and probate courts, tracking information pertaining to forensic evaluations and treatment; for providing technical assistance and consultation to clients and their families, attorneys, jails, and all criminal and probate courts throughout the state; and for providing services to ensure compliance with CFP patients' rights including special visits and access to the electoral process. This position will service to provide managerial assistance to the Division Director and administrative support services to the directors of Evaluation Services and Forensic Services.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Executive Secretary E10

Five years of office experience involving administrative support practices, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification. In addition:

- Knowledge of departmental policies, procedures, and organizational relationships.
- Knowledge of office practices, processes, and computer software programs, including proficiency in Microsoft Office Suite and Avatar, and the ability to use standard office equipment.
- Ability to review several diverse reference sources, select and synthesize data for reports and other forms of correspondence.
- Ability to create presentations, charts, graphs, databases, and spreadsheets.
- Ability to determine work priorities and to meet schedules and deadlines of the work area.
- Ability to communicate effectively, including the ability to compose correspondence and reports using correct English and grammar.
- Ability to follow, apply, interpret, and explain instructions and/or complex rules, regulations, policies, and procedures.
- Ability to understand and support the supervisor's point of view and priorities.
- Ability to use diplomacy and discretion when giving out information and referring and directing callers and/or interacting with colleagues.
- Ability to apply the overall mission of the department to make administrative or executive support decisions.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.