

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

Position Code 1. EXCSECED88N
--

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 DOC-MAXEY CORRECTIONAL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description EXECUTIVE SECRETARY-E	10. Division Woodland Center Correctional Facility - Southern Region
5. Working Title (What the agency calls the position) Warden's Secretary	11. Section Administration
6. Name and Position Code Description of Direct Supervisor ROELOFS, JODI L; SENIOR EXECUTIVE WARDEN	12. Unit
7. Name and Position Code Description of Second Level Supervisor BREWER, SHAWN D; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 9036 E M 36; WHITMORE LAKE, MI 48189 / 80 hr/wk, 8:00 am - 4:30 pm, Monday through Friday
14. General Summary of Function/Purpose of Position This position provides administrative secretarial support to the Warden of Woodland Center Correctional Facility, serving as liaison between Warden's Office and all WCC department heads and staff, as well as Central Office, attorneys, legislators, local officials, law enforcement offices and the public. Also, assists with prisoner correspondence, media and related contacts when necessary, serves as facility DAS Coordinator, DIT Authorized Requester, and acts as backup to the Litigation Coordinator as needed. Filing, expunging and retention in accordance with retention schedule.	

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: 60

Administrative Secretary to the Warden, involving office management and preparation/compilation/typing/distribution/filing and maintenance of incoming and outgoing correspondence, reports, facility statistics, minutes, policies and procedures.

Individual tasks related to the duty:

- Transcribe dictation (written and recorded). Type memos, letters, reports, speeches, and other correspondence related to the operation of the Warden's Office, providing editing as necessary. Copy and distribute documentation.
- Daily utilization of computerized office equipment (programs include MSWord, Excel, Access, Outlook, AIM, SIGMA, Ultra Time, OMNI, DAS), laser printer, copy machine, fax machine, etc.
- Preparation, routing and maintenance of confidential correspondence for Warden (discriminatory harassment, disciplinary, etc.).
- Enters information on investigations into AIM and monitors the investigative process ensuring that all deadlines are met and that the investigations are routed appropriately (i.e. IA reviewed, location, etc.). Maintains facility log of all investigations. Schedules and attends all disciplinary conferences as needed preparing a conference summary. Maintains the facility files in regards to investigations as required by retention standards
- Processes all Critical Incident Reports to the Assistant Deputy Director's Office within the required timeframe. Maintains the facility files in regards to CIRs and Incident Reports as required by retention standards.
- Serve as key operator for Warden's Suite copier, etc., ordering and maintaining needed supplies and/or service, troubleshooting for minor problems experience with related office equipment.
- Type, edit, copy and distribute minutes from various monthly meetings, including Executive Staff Meeting, Community Liaison Committee and others as requested.
- Serve as recorder for the Mobilization Command Center – compile information as directed by the director of the Command Center (Warden/designee). Note times and happenings during practice and/or real emergency mobilization.
- Payroll Timekeeper for administrative staff. Responsible for auditing SIGMA entries for specific Home Units (HU) ensuring deadlines are met in a timely fashion. Contact Personnel for any corrections or amendments within the HUs necessary if the need arises.
- Ensures the facilities monthly reports are filed timely and contain correct information/statistics with Central Office and the Assistant Deputy Director's Office.
- Signs for approval to run LEINs as requested and reads/clears LEINs as needed.
- Approver for Warden's office for Neogov requisitions for vacant positions. Schedule interviews as needed, complete hiring memo, sit on interview panels as needed.
- Monitor and approve all facility credit card expenditures. Maintains P card procurement requests and log for the Warden's Office. Purchasing supplies from approved vendors as needed.
- Filing and maintaining hard copies of MDOC Policy Directives, Operating Procedures, WCC Operating Procedures and DOM's.

Duty 2

General Summary:

Percentage: 15

Receives and screens incoming telephone calls to the Warden's Office. Screens and forwards Warden's e-mail and kite correspondence to appropriate staff for follow-up

Individual tasks related to the duty:

- Screen and route all incoming calls, e-mails, kites to the Warden's Office, transfer to appropriate staff as needed.
- Assist callers with information, directions consistent with knowledge of procedure and past practice related to specific requests. Refer callers and visitors through appropriate chain of command as needed.
- Assist in preparation of Warden's Office response (written or verbal) to phone and e-mail inquiries/complaints.

Duty 3

General Summary:

Percentage: 10

Office mail processing and distribution.

Individual tasks related to the duty:

- Retrieve from mailroom, open, sort, process, and deliver all incoming mail to the Warden for review.
- Forward correspondence to appropriate staff as needed and/or directed by the Warden, utilizing knowledge of procedures and past practice.

- Prepare, copy and process all outgoing mail (including Central Office, legislators, Attorney General, Ombudsman, staff, prisoners, and the general public).

Duty 4

General Summary:

Percentage: 5

Facility DIT and OMNI Authorized Requester and facility DTMB liaison.

Individual tasks related to the duty:

- Gather information from approved sources and reviews documents (DIT-161) regarding computer access and/or changes.
- Approves submitted DIT-161 via MiID program, monitors and replies to DTMB emails, monitors process from beginning to end.
- Submits all OMNI computer requests.
- Distributes information to appropriate parties.
- Coordinates, schedules, tracks and ensures compliance with all computer updates for the facility including all software / hardware updates.

Duty 5

General Summary:

Percentage: 10

Scheduling – meetings/visits to the facility, use of Warden’s Conference Room / Warden’s Small Conference Room / Training Room B / Warden’s state vehicle and related travel arrangements as needed.

Individual tasks related to the duty:

- Schedule Warden’s Executive Staff Meetings and Community Liaison Committee meetings – attend the meetings and record minutes. Compile, obtain approval, and distribute minutes.
- Schedule and maintain the e-calendar for Warden’s Conference Room / Warden’s Small Conference Room / Training Room B for various internal committee meetings, disciplinary conferences, staff meetings, interviews, and outside visits for the Warden’s Office.
- Schedule and maintain the e-calendar for the Warden’s state vehicle.
- Schedule/confirm hotel and travel accommodations for Warden.
- Maintain agenda items for upcoming meetings, copy and distribute at meetings.
- Greet and direct meeting participants as needed.

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

Responsible for prioritizing tasks and duties as related to due dates, time lines, importance, etc. Must possess ability to work independently in dealing with situations that arise in the Warden’s absence. Forwarding calls/contacts to appropriate staff in absence of Warden in order to gain timely resolution. Contact repair services as needed for continued maintenance of copier, typewriter, computer, and printer. Contact Maintenance staff regarding Warden’s Office physical plant issues requiring attention using Project MAIN

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

Assignment of investigations related to outside inquiries, prisoner issues, discriminatory harassment, and employee discipline. When procedural instructions are not available or usual techniques provide no results. For clarification of departmental policy and/or Warden’s preference related to specific issues.

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.

Position involves walking, bending, lifting, carrying, sitting, and standing. The Warden’s Suite is a high-traffic area, with the Mail Room and Record’s Office located therein. This position requires the ability to work effectively in stressful situations, handle frequent interruptions, ongoing staff interaction, etc. as well as other tasks routinely assigned to the position.

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?

Yes

23. What are the essential functions of this position?

This position provides administrative secretarial support to the Warden of a close security psychiatric prison facility which employs 250+ staff. The person in this position must possess the ability to work independently, with limited supervision, maintaining office operations in the Warden's absence. This person must have a great deal of patience, always be diplomatic and tactful, no matter who they are dealing with.

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

Submitting for removal of supervising a General Office Assistant position. The GOA will not be supervised by the Executive Warden Secretary.

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

The Warden's Office is ultimately responsible for all processes involving operation of a close security psychiatric prison facility, including custody and security, housing, programs/prisoner services, business office, maintenance, warehouse, quartermaster, housing units, food service, health services, etc. This position fits into the function by providing administrative secretarial and support services needed to achieve and maintain efficient facility operations.

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

EDUCATION:
High School diploma, with course emphasis on clerical/office management studies. Related college-level courses helpful but not required.

EXPERIENCE:
Five years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information an essential part of the work, 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:
Typing, transcription, computer, phone and office equipment skills are essential to this position. The person in this position must possess the ability to work independently and provide clear, concise instructions/information as needed, representing the Warden's Office in all aspects of the job performance.

CERTIFICATES, LICENSES, REGISTRATIONS:
None required.

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.

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