

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

Position Code

1. EXECSC1AB98N

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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resources
4. Civil Service Position Code Description EXECUTIVE SECRETARY-1A	10. Division Law Enforcement
5. Working Title (What the agency calls the position) Executive Secretary	11. Section Executive
6. Name and Position Code Description of Direct Supervisor HAINES, JASON S; LAW ENFORCEMENT DIVISION CHIEF	12. Unit
7. Name and Position Code Description of Second Level Supervisor LOTT, SHANNON J; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 530 West Allegan, Lansing, MI / M-F; 8-5

14. General Summary of Function/Purpose of Position

This position serves as Executive Secretary to Chief, Assistant Chief, and Executive Section of Law Enforcement Division (LED) and liaison for the LED Management Team. Responsible for coordination and review of all correspondence prepared for signature(s) of the Chief, Assistant Chief, and Executive Section personnel to ensure all written correspondence, documents, letters, etc. receive the proper review then formatted, filed, and maintained as needed. The position schedules meetings; maintains the Chief's and Assistant Chief's calendar/schedule; prioritizes incoming calls and work and alerts the Chief and Assistant Chief; accordingly, ensures proper and timely response letters are prepared for the Chief, Assistant Chief, Governor, and DNR Deputy Directors and Director. Responsible for maintaining related correspondence files, for assisting Chief and Executive staff in maintaining daily appointment schedules, coordinating and preparing travel arrangements, making meeting arrangements, etc. Certain aspects of the work are highly confidential requiring discretion.

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

Provide administrative and secretarial support for the Law Enforcement Division Chief and Assistant Division Chief.

Individual tasks related to the duty:

- Maintain and update the Management Team action items spreadsheet to ensure goals and deadlines are met.
- Prepare agenda, take meeting minutes as requested and communicate minutes to appropriate staff, log and post to the internet for staff awareness.
- Assist with the schedule of daily activities and calendars for the Chief and Assistant Chief, if needed.
- Respond to Log letters from the Executive Division.
- Communicate verbal information or written communications including sensitive and/or confidential topics/materials to the Chief and Assistant Chief and others as required and/or requested.
- Prepare, format, proof/edit, finalize documents, correspondence, governor/director letters, briefings and reports, and distribute correspondence initiated by Chief and executive staff.
- Initiate and compose correspondence in response to incoming mail or calls.
- Coordinate, arrange, and participate in various division meetings via Teams meeting or in-person, prepare meeting agendas and required information.
- Coordinate meeting locations, lodging, and associated logistics.
- Draft, coordinate, and prepare various award presentations for the division with the Chief for the conservation officers and civilian staff.
- Maintain award/certificates tracking database.
- Coordinate award nominations for staff with internal and external agencies.
- Maintain project files and office correspondence files for office program areas, either electronic or paper filing.
- Exercise discretion and independent judgment to determine which emails or calls can be handled personally, which are a high priority, and which should be routed to staff. Emails/calls may be complex in nature and will require the ability to effectively communicate with others.
- Management of the DNR and Law Enforcement's suggestion mailboxes for distribution and response.

Duty 2

General Summary:

Percentage: 30

Provide office administrative, clerical, and technological support to the Law Enforcement Division Sections.

Individual tasks related to the duty:

- Manage incoming correspondence, reports, directives, calls and mail making preliminary assessments of the materials and organizing documents for response.
- Ensure consistency and quality of documents which were initially proofed/edited by division administrative staff, if needed.
- Provide assistance to administrative staff regarding questions related to the DNR correspondence guidelines.
- Maintain, update, develop and implement new clerical procedures for the division as needed consistent with department-wide procedures.
- Serve as liaison between the division, other divisions, state departments, and/or other entities for the Chief and Assistant Chief regarding joint projects, meetings, scheduling, etc.
- Compiles and proofreads statewide conservation officer bi-weekly reports for grammar and spelling. Prepare and format reports for inclusion and posting on the Department's Law Enforcement Division intranet, DNR website and public posting.
- Assist Law Enforcement's Policy Committee with developing and updating division policies and procedures, document management and distribution of information as needed, to include annual reviews.

Duty 3

General Summary:

Percentage: 10

Provide auxiliary secretarial support for the division.

Individual tasks related to the duty:

- Serve as the backup timekeeper and assist in bi-weekly processing of timekeeping duties for the division.
- Compile and provide monthly division updates to the Executive Division of the division's staffing status.
- Assist other sections of the division with workload issues and/or division priorities.
- Provides summary review and editing of field guides for the Wildlife division.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Maintain manuals and reference materials.
- Review presentations in PowerPoint, if needed for the division.
- Coordinate and compile agency/division annual reports for submission to professional wildlife and law enforcement organizations.

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

Composing and/or reviewing letters or reports which reflect the policies/procedures of the Division to ensure timely and accurate information. Coordinate the Division Chief and Assistant Chief's calendars to arrange appointments, meetings, and/or conferences. Assist staff with departmental policy, procedures, and organizational issues. Decide priority for handling multiple tasks.

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

Legal and law enforcement related 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.

Normal office setting conditions. The position requires standing/sitting and computer use for long periods of time. Extensive use of computers and evolving computer programs. Some meetings may require overnight travel throughout the state. Meetings may require dealing with sensitive and confidential issues where discussions may be stressful.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | 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?

This position serves as executive and administrative assistant to the Chief, Assistant Chief, and executive staff and lead secretary for division staff.

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

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

The Law Enforcement Division is responsible for administering and directing approximately 282 FTE positions in the enforcement of natural resources and general criminal laws and provides statewide boating, snowmobile, off-road vehicle and hunter education programs. This position serves as the Executive Secretary to the Law Enforcement Division Chief and Assistant Chief providing executive support of the management activities and the division.

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:

Executive Secretary 11

Six years of office experience involving administrative support practices, including three years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; two years equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9; or, one year equivalent to a Division Head Legal Secretary 10 or Executive Secretary E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Be skilled in both verbal and written communication, correct English usage, punctuation, spelling, software programs, office organization and filing systems including electronic and physical filing systems. Ability to maintain confidentiality, maintain diplomacy, compose correspondence, and perform other executive level support activities. Ability to accurately record meetings and prepare minutes. Proficiency in computer use and typing skills are essential skills in this position.

**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.

None

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