

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

**Position Code**

1. STUDASTE

## 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.

|                                                                                                                  |                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                    | <b>8. Department/Agency</b><br>ATY GNRL CENTRAL OFFICE                                                                 |
| <b>3. Employee Identification Number</b>                                                                         | <b>9. Bureau (Institution, Board, or Commission)</b><br>Criminal Justice Bureau                                        |
| <b>4. Civil Service Position Code Description</b><br>Student Assistant-E                                         | <b>10. Division</b><br>Financial Crimes Division                                                                       |
| <b>5. Working Title (What the agency calls the position)</b><br>Student Assistant                                | <b>11. Section</b>                                                                                                     |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>TOOMAN, KATE; DIVISON LEGAL SECRETARY SPV-2 | <b>12. Unit</b>                                                                                                        |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>TETER SCOTT; ATTORNEY ADMINISTRATOR-3 | <b>13. Work Location (City and Address)/Hours of Work</b><br>Lansing/ Various days and hours based on school schedule. |

**14. General Summary of Function/Purpose of Position**

Provide general support in a variety of office activities within the division of the Attorney General. Tasks include clerical paper filing, data entry, opening files, scanning & copying files, boxing files, lifting files, mail, general internal correspondence, answering phones, and various other duties as assigned.

**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: 90**

Provide administrative tasks and support to division team employees.

**Individual tasks related to the duty:**

- Scan files, box files, lift and carry file boxes
- Prepare regular and bulk mailings for pickup by mail services, UPS, or other carriers.
- Open, date stamp and sort incoming mail; deliver mail or sort and batch for imaging.
- Prep, sort and scan documents.
- Assist in the supply area to provide supplies to staff
- Assist with copy, faxing and scanning projects
- Administrative tasks and support
- Answering telephone calls

**Duty 2**

**General Summary:**

**Percentage: 10**

Other duties as assigned

**Individual tasks related to the duty:**

Miscellaneous tasks as assigned by management.

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

N/A

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

Decisions with customer impact. Changes in policy and procedures.

**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.**

This is a standard office environment using a computer most of the day. You will be required to retrieve materials from the copier and facsimile equipment throughout the day. Standing, stooping, walking, sitting, kneeling, bending are all required in order to successfully complete the tasks of this 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?**

Support activities of the Division

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 student in this position will be multi-tasked. The duties assigned and performed vary depending on the seasonal workload fluctuation. The student may also be asked to assist other duties as needed.

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

**EDUCATION:**

Current enrollment in a college or university is required.

**EXPERIENCE:**

**Student Assistant A**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Familiar with Microsoft Office applications. Ability to adapt to a fast-paced, constantly changing environment. Ability to work in a team setting and to meet strict deadlines based on business needs.

**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.*

VALERIE SCHMIDT

4/23/2024

\_\_\_\_\_  
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