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| CS-214  Rev 8/2024 |  | Position Code   1. LGLSECE |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| This position description serves as the official classification document of record for this position. Please complete this form 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 |
| Vacant | Michigan Department of Attorney General |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| Vacant | Criminal Justice Bureau |
| 4.Civil Service Position Code Description | 10. Division |
| Legal Secretary-E | Financial Crimes Division |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Legal Secretary 7-9 | N/A |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Rebecca Raquepaw  Division Head Legal Secretary-A (10) | Child Support |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Kate Tooman  Division Legal Secretary Supervisor-3 (12) | Williams Building – 6st Floor  525 West Ottawa Street, Lansing, Michigan  Monday – Friday, 8:00 AM – 5:00 PM |
| 14. General Summary of Function/Purpose of Position | |
| This position provides experienced legal secretary services to litigation attorneys in the Financial Crimes Division’s Child Support Unit in the Department of Attorney General. This position requires considerable knowledge and expertise to proficiently prepare and finalize legal pleadings for filing with the various state and federal courts. This position also performs a wide variety of other legal secretarial duties, including coordinating attorney schedules for attendance at court hearings for a high-volume caseload, and communicating efficiently and courteously with defense attorneys, victims, and witnesses on the phone and via email. | |
| 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 of Duty 1 % of Time** 50  Prepare legal documents and correspondence. | |
| **Individual tasks related to the duty.**   * Type, format, proofread, save, print, and copy pleadings and related documents in accordance with applicable court rules for filing with various courts. * Communicate with appropriate contacts (court personnel, opposing counsel, etc.) to schedule hearings and appointments. * Independently prepare routine letters and memoranda. * Prioritize daily workload to adhere to deadlines. * Follow up with appropriate contacts after hearings are held to determine if further action is needed on a case. * Prepare files for closure. | |
| Duty 2 **General Summary of Duty 2 % of Time** 30  Maintain files, calendar, and litigation tracking for assigned cases. | |
| **Individual tasks related to the duty.**   * Review and process all mail received for assigned attorneys. * Enter appropriate information into Department database. Maintain updated case files ensuring the most current action taken is recorded on any specific record. * Maintain calendar for assigned attorneys. | |

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| Duty 3 **General Summary of Duty 3 % of Time** 20  Perform other duties as may be assigned by supervisor. | | | |
| **Individual tasks related to the duty.**   * Answer telephone inquiries and screen calls by directing callers to the appropriate individual or agency as the situation requires. * Assist other secretaries in the Division as needed. * Any other assigned task. | | | |
| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  Decisions regarding prioritization of workload, organization of case files, and answering inquiries and/or directing them to appropriate personnel are made independently by the employee. Staff attorneys, employees of other departmental divisions or state agencies, and the general public are affected by these decisions. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  A supervisor’s approval is required to change document templates or deviate from standard division procedures. Supervisor review may also be required to provide clarification for an unfamiliar or unique assignment, situation, or procedure. | | | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is 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 general office setting, which requires sitting for long periods of time working on computers and other office equipment. This position requires occasional lifting, bending, and walking short distances. | | | |
| 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
| N/A | N/A |  |  |
| 20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the work.** | | | |

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| 22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?  I agree. |
| 23. What are the essential functions of this position?  Provide experienced legal secretarial support for assigned attorneys. These assignments include preparation of legal documents and correspondence, maintain case files, and maintain calendars for assigned staff. Various other advanced legal secretarial duties are performed as assigned. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  N/A |
| 25. What is the function of the work area and how does this position fit into that function?  The Financial Crimes Division is responsible for various facets of legal activities including legal counsel and representation on behalf of the State of Michigan. This position provides legal secretarial services for Assistant Attorneys General and special agents/investigators in the Financial Crimes Division. This assignment includes preparation of complaints, warrants, information, and bind overs in ACT, plus preparing subpoenas, other pleadings, correspondence, and e-mails in Microsoft Office. In addition, this position requires data entry into the department's database, Legal Files, with regard to opening, maintaining, scanning of documents, and closing files. Calendaring in Legal Files and ACT for the various court hearings. |
| 26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| EDUCATION:  High school diploma or equivalent. |
| EXPERIENCE:  Two to three years of administrative support where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work. |
| KNOWLEDGE, SKILLS, AND ABILITIES:  Excellent oral and written communication skills including spelling, grammar, punctuation, etc.; keyboarding skills and knowledge of personal computers and Microsoft suite software, office equipment, office machines, law office practices and procedures; the ability to effectively deal with people of all backgrounds and personalities; and the ability to work under pressure due to deadlines. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  N/A |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *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’s Signature Date** |

**NOTE: Make a copy of this form for your records.**