

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. GNOFASTE

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 AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agriculture Development
4. Civil Service Position Code Description General Office Assistant-E	10. Division Producer Services Division
5. Working Title (What the agency calls the position) General Office Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor SCHRAM, BENJAMIN; ENVIRONMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor GLASPIE, STEVIE L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Deborah Stabenow Building, 525 W. Allegan St., Lansing, MI / Hours; M – F 8:00 am to 5:00 pm, Hybrid Schedule

14. General Summary of Function/Purpose of Position

The Producer Services Division works to support private landowners through tax incentive programs, food and grain inspections and grading, and migrant labor housing inspection. This position works with the Private Lands Forestry Programs and the Farmland and Open Spaces Program and is responsible for providing administrative support for each program. This position assists in processing and tracking requests for applicants in each program and is required to follow established standard operating procedures to meet quality, quantity, and timeliness standards for assigned work.

This position provides general assistance to the Producer Services Division, including assisting with mail distribution and other Divisional tasks supporting the efficient operations of the Producer Services Division.

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: 45

Private Lands Forestry Support – The position assists the program by providing administrative assistance to the Program Manager on day-to-day activities such as answering calls, entering program data, assisting in the facilitation of external training, interacting with Qualified Forest Program applicants/enrollees, and other administrative duties.

Individual tasks related to the duty:

- Answer phone, respond to basic program inquiries, and forward calls/inquiries to appropriate staff, as necessary.
- Scan documents.
- Prepare, review, edit, organize, mail, and track documents and correspondence.
- Data entry of applications, harvest reports, transfers, rescissions, new Forest Management Plans, amendments, and update the database status as appropriate.
- Process incoming email to the program's shared email inbox.
- Facilitate the coordination of logistics for training and promotional events.
- Facilitate the annual Qualified Forest Program eligibility project.
- Pick up paper checks from Michigan Department of Transportation (MDOT).
- Assist with other projects as assigned.

Duty 2

General Summary:

Percentage: 45

Farmland and Open Spaces Support – The position assists the program by providing administrative assistance to the Program Manager on day-to-day activities such as logging calls, scheduling meetings, entering program data, interacting with customers enrolled or seeking to enroll in the program, and other administrative duties.

Individual tasks related to the duty:

- Answer phone and respond to basic program inquiries, such as mailing address information, and log the phone call to be returned by the appropriate staff, as necessary.
- Scan documents.
- Enter data.
- Prepare, review, edit, organize, mail, and track documents and correspondence.
- Provide organizational assistance to program with large-scale correspondence.
- Assist in scheduling programmatic meetings.
- Assist with other projects as assigned.

Duty 3

General Summary:

Percentage: 5

Retrieve documentation regarding Freedom of Information Act (FOIA) requests and Record Retention Schedule.

Individual tasks related to the duty:

- Assist with records searches for FOIA requests and submit documents within the specified time frame.
- Assist with filing, file management, and record retention per approved retention schedules.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist in scheduling meetings.
- Assist with mail for the Bureau and Division
- Perform other duties as assigned in support of the Producer Services Division.

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

Day-to-day work activities, setting work priorities with guidance from supervisor.

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

Decisions outside the scope of standard operating procedures need supervisor input.

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.

Physical effort is limited to normal office work. This would include spending several hours a day typing on a computer and filling both electronically and hard copy documents.

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?

- Provide administrative support to the Private Lands Forestry and Farmland and Open Spaces Program Managers.
- Assist the Private Lands Forestry Program with day-to-day activities such as answering calls, entering program data, assisting in the facilitation of external training, interacting with Qualified Forest Program applicants/enrollees, and other administrative duties.
- Assist the Farmland and Open Spaces Program with day-to-day activities such as logging calls, scheduling meetings, entering program data, interacting with customers enrolled or seeking to enroll in the program, and other administrative duties.
- Assist in the retrieval of documentation regarding the Freedom of Information Act (FOIA).
- Provide administrative support to the Producer Services Division and Agriculture Development Bureau.

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 Forestry Assistance Program is designed to support family forest owners in realizing the economic, social, and ecological sustainability of their forests. This position will assist in this effort by providing administrative assistance to the Program Manager on day-to-day activities such as answering calls, entering program data, assisting in the facilitation of external training, interacting with Qualified Forest Program applicants and enrollees, and other administrative duties.

The Farmland and Open Space Preservation Program preserves farmland from being developed for non-agricultural uses. This position will assist in this effort by providing administrative assistance to the Program Manager on day-to-day activities such as logging calls, scheduling meetings, entering program data, and other administrative duties.

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:

General Office Assistant 5

No specific type or amount of experience is required.

General Office Assistant 6

One year of administrative support experience.

General Office Assistant E7

Two years of administrative support experience, including one year equivalent to the intermediate level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to utilize Microsoft Office Products including Outlook, Word and Excel
Ability to follow, apply, interpret, and explain instructions and/or guidelines
Ability to determine work priorities
Ability to make decisions and take appropriate actions.
Ability to communicate effectively.
Ability to type.
Ability to operate standard office equipment.
Knowledge of general record keeping and filing.

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.

QUINN BENSINGER

3/18/2026

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