

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

Position Code 1. GNOFASTE036R

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-CHIPPEWA FAC/CHIPPEWA TEM
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description GENERAL OFFICE ASSISTANT-E	10. Division Chippewa Correctional Facility
5. Working Title (What the agency calls the position) General Office Assistant	11. Section Facility Operations
6. Name and Position Code Description of Direct Supervisor PAWLEY, ROBERT; ASSISTANT DEPUTY WARDEN-3	12. Unit Assistant Deputy Warden's Office
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work 4269 W. M 80, Kincheloe, MI 49784 / Monday – Friday 8:00 to 4:30

14. General Summary of Function/Purpose of Position

Functions as the Office Assistant for the Assistant Deputy Warden. Work is performed under the general guidance of the Assistant Deputy Warden, Deputy Warden's Secretary and the Assistant Deputy Warden's Secretary. Position requires knowledge of daily office activities, MDOC policies and procedures, instructions and guidelines for the work area.

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: 70

Perform office duties and provide Administrative support to the Assistant Deputy Warden's and Deputy Warden's Secretary.

Individual tasks related to the duty:

- Perform clerical functions such as typing correspondence, reports, forms and memos from verbal and written instructions as required.
- Compose routine letters/memos, proofread and correct typed materials for grammatical, structural and punctuation errors for staff and self.
- Take dictation and transcribe/type minutes of meetings.
- Assist in determining agenda items for meetings.
- Answer the phone and take message for the Deputy Warden Suite.
- Backup timekeeper for the Deputy Warden's Secretary.
- Maintain filing system.
- Serve as the back-up to the Assistant Deputy Warden's and Deputy Warden's Secretary as needed.

Duty 2

General Summary:

Percentage: 30

Establish and maintain filing systems for required reports.

Individual tasks related to the duty:

- May be responsible to maintain weekly fire safety reports from all areas of the facility.
- May be responsible to maintain quarterly fire evacuation reports from all areas at the facility.
- May be responsible to maintain job safety reports from all areas of the facility.
- May be responsible to maintain weekly tool reports from all areas of the facility.
- Perform clerical functions such as; typing correspondence, reports, forms and memoranda from verbal and written instructions for other facility staff if necessary.
- Maintain filing system for correspondence, reports, forms and memos.
- Assist with mailroom functions as needed.

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

Perform clerical functions such as typing correspondence, reports forms and memos from verbal and/or written instructions as required. Compose route letters, proofread and correct typed material for grammatical, structural and punctuations

errors. Take dictation and type/transcribe minutes of meetings. Assist in determining agenda items for staff meetings. Answer the phone and take messages. Maintain filing system for correspondence, reports, forms and memos.

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

Interpretation of policy and procedure.

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.

Work is within the confines of the institution and have direct contact with inmates.

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):

- | | |
|---|--|
| ☐ 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. |

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 clerical support to Assistant Deputy Warden and Deputy Warden's Secretary.

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

The essential functions of this position have not changed. The agency is requesting to update the PD to accurately reflect the duties of this position and align the minimum education/experience requirements with the job specifications.

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

To provide clerical support to the Assistant Deputy Warden.

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:

Must have excellent typing and computer skills, filing skills. Ability to understand Departmental policies and procedures. Ability to work under general supervision and independently to make decisions regarding the work area.

**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.

KAREN JOHNSTON

9/15/2026

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