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| CS-214REV 1/2006 |  |  1. Position CodeGNOFASTEE |
|  | State of Michigan**Department of Civil Service**Capitol Commons Center, P.O. Box 30002Lansing, MI 48909 |  |
| Federal privacy laws and/or state confidentiality requirements protect a portion of this information. | POSITION DESCRIPTION |  |

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| This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** |
|  2. Employee’s Name (Last, First, M.I.) |  8. Department/AgencyCorrections/St. Louis Correctional Complex |
|  3. Employee Identification Number |  9. Bureau (Institution, Board, or Commission)Bureau of Correctional Facilities |
|  4. Civil Service Classification of PositionGeneral Office Assistant E7 |  10. Division |
|  5. Working Title of Position (What the agency titles the position)Mailroom Clerk |  11. SectionBusiness Office |
|  6. Name and Classification of Direct Supervisor Administrative Manager  |  12. Unit |
|  7. Name and Classification of Next Higher Level Supervisor |  13. Work Location (City and Address)/Hours of Work8585 Croswell Rd. St., St. Louis, Mi 48880 8:00 A.M. - 4:30 P.M. Mon-Fri |
|  14. General Summary of Function/Purpose of PositionResponsible for accurate dissemination of daily incoming and outgoing mail for prisoners and institutional staff. Efficiency and accuracy are essential because daily mail delivery to the prisoners is extremely important to their well-being. Involves decision making regarding prisoner mail based on current policies and procedures. Use authority to reject items being sent to prisoners based on what constitutes contraband or unallowable property. Screening mail for contraband and inappropriate materials is important because errors could jeopardize security and order of the facility |
| For Civil Service Use Only |
|  15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty. List your duties in the order of importance, 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 30** Process incoming institutional mail by separating prisoner mail from staff mail and distributing accordingly. Must be able to operate all postal equipment. Must keep track of supplies needed in the mail room and advise the staff responsible for ordering supplies each week. |
| **Individual tasks related to the duty.*** Sign for incoming certified/registered letters and packages for staff and prisoners.
* Responsible for ensuring that prisoner mail is correctly sorted by units and locked.
* Open all mail and screen for contraband according to policy.
* Enters postage on the postage machine.
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| Duty 2**General Summary of Duty 2 % of Time 10** Prepare prisoner and staff mail for outgoing mail. |
| **Individual tasks related to the duty.*** Weigh mail and packages for appropriate postage and processing and bundle it up.
* Check to ensure the correct return address is listed on the envelope.
* Return prisoner mail to prisoner if postage or return address is not correct.
* Responsible for filling out the correct paperwork for certified and UPS mailing.
* Utilize the computer (OMNI/CMIS) to look up locations of those prisoners that have transferred in order to forward their mail.
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| Duty 3**General Summary of Duty 3 % of Time 20** Answer grievances in writing regarding mail issues for supervisor and answer all mail correspondence directly back to the prisoner. Receive and place phone calls to resolve problems in the mail. Answer the institutional switchboard for incoming and outgoing calls. Provide a monthly statistics report to my supervisor. |
| **Individual tasks related to the duty.*** Must be able to operate the switchboard, provide responses to grievances in a timely manner to supervisor, and be able to clearly answer kites to prisoners so they can understand responses.
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| Duty 4**General Summary of Duty 4 % of Time 15** Process prisoner's incoming money received through the mail in the form of money orders, return cash and personal checks to the sender with a form letter per policy and retain a copy for file. |
| **Individual tasks related to the duty.*** Separate all money orders and their envelopes from other prisoner mail.
* Stamp the prisoner's incoming envelope with amount received, record all incoming funds received in the Mailroom on the incoming funds sheet.
* Total the money orders and balance against the incoming funds sheet and then forward the money orders and incoming funds sheets to the Business Office.
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| Duty 5**General Summary of Duty 5 % of Time 20** Screen for contraband items in the mail according to policy and process the rejections when a determination is made that they are contraband. Process rejected items based on approved disposition. Process rejection of magazines and books in accordance with policy and forward said materials to the Warden as needed. |
| **Individual tasks related to the duty.*** Prepare rejections, as needed.
* Check to ensure that magazines/books are not listed on the Department’s Restricted Publication List.
* Maintain a rejection log book on the computer, which is a tracking tool for rejections.
* Keep a file for the rejections and determine packaging and appropriate mail service for the mailing out of rejections if the prisoner determines he wants it sent back out.
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| Duty 6**General Summary of Duty 6 % of Time 5** Determine prisoner legal mail based on mail policy and what constitutes legal mail. Processes expedited legal mail. |
| **Individual tasks related to the duty.*** Ensures outgoing expedited legal mail is documented and processed timely according to policy.
* Separate the legal mail from other prisoner mail and give to Word Processing in order to type a daily prisoner's legal mail list.
* File the lists for future audit and reference purposes.
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|  16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary. Interprets policy and procedures affecting mail processing. Prisoners and staff are affected by those decisions. |
|  17. Describe the types of decisions that require your supervisor’s review.Assistance is provided with decision-making regarding contraband items to be rejected. Assistance is also utilized when determining if a magazine or publication should be rejected based on policy. |
|  18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.Physical effort is required in mail processing, e.g., lifting and carrying large boxes and mail bags. There is some contact with prisoner porters who work in the Administration Building. There is a lot of pressure to make sure the mail is processed and delivered to prisoners each day and to ensure there is no back-log of mail from day to day. |
|  19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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 |
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|  20. My responsibility 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.** |
|  21. *I certify that the above answers are my own and are accurate and complete*.  **Signature Date** |

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

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| TO BE COMPLETED BY DIRECT SUPERVISOR 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?Agree |
|  23. What are the essential duties of this position?Accurate distribution and screening of daily incoming and outgoing mail for prisoners and staff, being aware of policies and procedures regarding contraband and unallowable prisoner property. |
|  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?To accurately screen all facility mail according to DOC policies and procedures. |
|  26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position. |
| EDUCATION:High School or equivalent |
| 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: |
| CERTIFICATES, LICENSES, REGISTRATIONS: |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
|  27. *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 |
|  28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor. |
|  29. *I certify that the entries on these pages are accurate and complete.*  **Appointing Authority’s** **Signature Date** |