

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. GNOFASTEQ05R

## 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> DOC-LAKELAND MEN'S FACILITY
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Position Code Description</b> GENERAL OFFICE ASSISTANT-E	<b>10. Division</b> Michigan Department of Corrections
<b>5. Working Title (What the agency calls the position)</b> General Office Assistant - Records Support	<b>11. Section</b> Lakeland Correctional Facility
<b>6. Name and Position Code Description of Direct Supervisor</b> SIGNOR, MELISSA L; DEPARTMENTAL SUPERVISOR-3	<b>12. Unit</b> Records Office
<b>7. Name and Position Code Description of Second Level Supervisor</b> MORRISON, BRYAN; SENIOR EXECUTIVE WARDEN	<b>13. Work Location (City and Address)/Hours of Work</b> 141 First Street, Coldwater, MI 49036 / Mondy thru Friday, 8 AM to 4:30 PM

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

This position is part of the Record Office of a Level II correctional facility. This position assists with duties in the Record Office such as research and follow up on pending felony charges, data entry on OMNI, OMS, COMS. MICIJN and LEIN, intake of incoming prisoners, filing, and file maintenance. Preparation and release of prisoners paroling, discharging, court releases and writs. Sorts, opens, and distributes incoming mail. Word processing duties include but are not limited to: typing reports, release certifications, various legal correspondence, procurements, verification of incarcerations, letters, operating procedures, policy directives, updating emergency contact information, etc. This position also completes various inspections, monthly reports and is a "Head Counter" for institution mobilizations. The position shadows and serves as the back up to the Department Technicians in the Record Office.

This is not a remote or hybrid position and must report to the office daily.

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: 25

Assistance to Department Technicians

Individual tasks related to the duty:

- Sort, open and distribute incoming mail to staff. Maintenance of files, logs, and indexes, control records or other information
- Notifying all areas and the prisoner of release date. Making transportation arrangements, checking detainer, restitution, pending charges, crime victims, sex offender processing, notification of law enforcement agencies and other individual case requirements which would verify the prisoner could legally be released. Prepare necessary documentation for each individual release (Paroles, Discharges, Deaths, Writs)
- Daily research into pending charges, which includes sending documentation or telephoning appropriate agencies (courts, prosecutors, probation/parole agenst, sheriff and/or police department) to clear an outstanding charge or warrant
- Daily/Weekly Tool inspections and reporting
- Copy Machine Repair and maintenance
- Daily Notice of Movement reports and distribution
- Perform headcount of Non-custody staff per written instruction for each LCF mobilization
- Speaking daily to families, attorneys, staff, central office staff, in-state and out of state law enforcement agencies & prisoners
- Assistance with file packing and documents for transfers.

Duty 2

General Summary:

Percentage: 10

Checking in incoming prisoner files

Individual tasks related to the duty:

- Distributing counselor files to appropriate housing unit, school files to the school secretary, verifying specified information on CSC crimes and reporting this information for entry on the visitor tracking system.
- LEIN inquiries on all incoming inmates, dispensing necessary information received from LEIN to appropriate areas.
- Verifying existing detainees or entry of new detainees.
- Documentation of a.k.a. and alias names for data entry. DNA and fingerprint verification.

**Duty 3****General Summary:****Percentage: 20**

## Data Entry/Word Processing

**Individual tasks related to the duty:**

- Enter major misconduct tickets after they have been heard by the hearings officer, and notification to parole board if inmate receiving misconduct has a positive parole date.
- Enter identifying information and emergency contact updates taken monthly.
- Enter CSC crime victim's age.
- Perform LEIN requests for all incoming prisoners.
- Enter sex offender registrations.
- Types / Prints time sheets after computation of time has been completed for time review, forfeitures, restoration, and amended sentences.
- Types verification of incarcerations, SPONS, procurement and maintenance requests, pending felony warrant letters, release certifications, security reports, creation of new forms in Word and Excel, essential document database entry.
- Audit various data base entry reports.
- CSC address changes in MICJIN/Offender Watch.
- Monitor Department electronic mailbox and calendar.

**Duty 4****General Summary:****Percentage: 25**

## Filing and File Maintenance

**Individual tasks related to the duty:**

- File institution files and documents.
- Process discharged and parole files and filing to record storage.
- Track missing files for staff from various institutions and record storage.
- Create duplicate files replacing damaged or missing files.
- Inventory and accountability for all files located at this institution.
- Maintain the files and file cabinets, includes repair of damaged files.

**Duty 5****General Summary:****Percentage: 5**

## Copying Distribution of Reports

**Individual tasks related to the duty:**

- Residents with Parole Orders Issued CB651, bi weekly
- Other OMNI and OMS reports
- Copying of documents for specified FOIA requests
- Files and other copying as assigned
- Distribution of various documents coming in to the Record Office for prisoner and counselor files, and/or other staff in the institution or central office.

**Duty 6****General Summary:****Percentage: 5**

## Parole Board Scheduling

**Individual tasks related to the duty:**

- Coordination with Lansing on review schedule
- Complete Final schedule
- Ensures all Notice of Intent have been signed and returned for parole member review

**Duty 7**

**General Summary:**

**Percentage: 10**

Monitoring, disseminating and processing within the Record Office Email Box

**Individual tasks related to the duty:**

- Scheduling court video or telephone writs.
- Phoning the courts to confirm upcoming offsites
- Report printing and distribution
- Scheduling suspends and Lifer Public hearings
- Distribution of documentation
- Corresponding and responding as appropriate.

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

Decisions related to clerical duties.

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

Decisions which involve unfamiliar circumstances or have significant or financial or legal implications. Purchases and travel.

**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.**

Job can be stressful. Sitting, standing, walking, lifting, bending, stooping, squatting, and carrying is part of the job. Must be able to walk up and down flights of stairs. Must be able to lift, file, and retrieve records overhead and at floor level. Job may have prisoner contact.

**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?**

As an essential staff member of the LCF Record Office, this position is responsible for duties in each section of the Record Office. This position is responsible each day for assisting with processing the institution business. This position is also very important in the organization and efficiency of the Record Office as far as file maintenance, filing of documents and files and tracking of files. This position assists the Department Technician with normal daily work, special projects and over sees the needs of record office in the department technicians' absence. This position types all prisoner time sheets and distributes same.

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

Addition of duty #7. Monitoring, disseminating and processing within the Record Office Email Box

