

## 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-EGELER FACILITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> CFA
<b>4. Civil Service Position Code Description</b> General Office Assistant-E	<b>10. Division</b> Southern
<b>5. Working Title (What the agency calls the position)</b> General Office Assistant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> MARCY BROCKWAY; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Records Office
<b>7. Name and Position Code Description of Second Level Supervisor</b> TROY CHRISMAN; SENIOR EXECUTIVE WARDEN	<b>13. Work Location (City and Address)/Hours of Work</b> 3855 Cooper St - Jackson, MI 49201 / Mon-Fri ~ 8:00 a.m. to 4:30 p.m.
<b>14. General Summary of Function/Purpose of Position</b>  This employee performs a full range of office support assignments, which may include, but not limited to the following: Maintains active Parole Violator files for prisoner housed at RGC. Runs Parole Violation Reports. Pulls completed Parole Violator files for classification purposes. Prepares files for transfers out of RGC. Assists in creating Institutional, Counselor and Central Office records for all new commits entering the Michigan Department of Corrections. Performs photocopying, answers telephones and emails inquiries regarding prisoners. Work location for this position is located within the secure perimeter of the facility and has continuous contact with unclassified prisoners. This is a drug and alcohol test designated position.	

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: 60**

**Maintain Parole Violator Files**

**Individual tasks related to the duty:**

- Run PV Report from OMNI as well as Access Database
- Ensure all prisoner prefix files are ordered for classification
- Enter information in Access Databases
- Sort PVNS files to be included in New Commit files
- Ensure all vital documents are entered in the MDOC database; place vital documents, paperwork, stencils, etc. in prisoner files
- Sort paperwork from Parole Violation Unit. Remove prisoner files from shelf to be classed

**Duty 2**

**General Summary:**

**Percentage: 20**

**Prepares files for transfers out of RGC**

**Individual tasks related to the duty:**

- Pulls prisoners files from shelf according to transfer details for prisoners riding out to other facilities
- Attach all loose paperwork in file
- Gather all mail for corresponding institution and send with transfer
- Ensures Writs are forwarded with prisoner files
- Delivers files to Control Center
- Enters information in Access databases

**Duty 3****General Summary:****Percentage: 10****Assisting in creating files for new commits****Individual tasks related to the duty:**

Receives paperwork, Judgment of Sentence, Sheriff Questionnaire, Prisoner Financial Statement, Basic Information Sheet, Fingerprint Card and Mug Shot, to create prisoner file. Files are created for the Institutional, Counselor and Central Office record. Prisoner's number has been assigned and is hand-written on the tab of the file jackets. Labels are created and placed on files. Once files are prepared, all necessary documentation is placed in newly created files according to Policy.

- Prints Labels
- Copies prisoner packets delivered from counties; All paperwork is hole- punched
- Prints Mug Shots from OMNI
- Places stencils in files

**Duty 4****General Summary:****Percentage: 10****Assist in other areas of the Record Office as needed****Individual tasks related to the duty:**

- Cross trained in all prisoner record office functions; Assists in any area where help is needed,
- Enters annual leave and/or sick leave absences into SIGMA

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

**This position sets its own schedule of when to complete the assigned tasks, taking into account which areas of the job are most crucial to have completed at any given time. Ascertain the appropriateness of relaying information about prisoners to outside sources**

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

To determine whether new documents are to be incorporated in prisoner files. To determine if files may be released from the institution for any reason. To determine if sensitive information is to be released in telephone communication. To justify the need for overtime if necessary, to complete transfers. To decide which prisoners will be cancelled from a transfer if warranted.

**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.**

Sitting, walking, kneeling, bending and lifting, to prepare/sort prisoner files. Standing for extended periods of time. Lifting stacks of files is a daily task. Ability to lift 15 – 20 pounds or more of stacked files for prepared transfers. Face-to-face contact with unclassified prisoners on a continuous basis. Exposed to these conditions on a daily basis.

**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?

The essential duties of this position are to maintain files for prisoners at this facility; to assist when needed in making sure prisoner files are created in a timely, efficient manner. It is required that this position have a good command of numerical filing systems as the majority of the job duties require use of both numerical and terminal digit systems. This position must have good communication skills to be able to respond to numerous telephone inquiries. Fill in where needed performing other Record Office functions.

Staff has prisoner contact to serve paperwork, respond to grievances and to arrange transportation for parole and discharge. In addition, they have regular prisoner contact coming and going from building 142.

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

Establishment.

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

RGC Record Office is a clerical services department that maintains prisoner files and coordinates the preparation of files to be sent on transfers to other facilities and locations. This employee maintains the parole violator and prisoner files and performs numerous other general office duties as needed.

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:**

Good analytical, mathematical and clerical skills. Ability to understand and interpret complex policies and procedures.

**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.

AA wishes to establish in order to obtain separate position code as there are three incumbents currently occupying the same pc.

*I certify that the entries on these pages are accurate and complete.*

ANGELA GEIGER

4/16/2019

\_\_\_\_\_  
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