

**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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BUREAU OF TAX POLICY
4. Civil Service Position Code Description General Office Assistant-E	10. Division
5. Working Title (What the agency calls the position) ADMINISTRATIVE SUPPORT ASSISTANT	11. Section
6. Name and Position Code Description of Direct Supervisor BRUSKE, MELISSA L; EXECUTIVE SECRETARY-2A	12. Unit
7. Name and Position Code Description of Second Level Supervisor MATELSKI, DAVID; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 W. ALLEGAN, LANSING MI / MONDAY - FRIDAY, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position is a General Office Assistant-E for the Bureau of Tax Policy within the Michigan Department of Treasury. This position will provide general administrative support to the Bureau of Tax Policy, the Direct Taxes Division and the Indirect Taxes Division. This position will also serve as an IT liaison and building liaison for the Bureau of Tax Policy, the Direct Taxes Division and the Indirect Taxes Division and as ITAM liaison for the Bureau of Tax Policy and Office of Legislative Affairs. Additionally, this position will serve as a backup liaison for multi-function devices, phone liaison, records management liaison, security liaison, and purchasing liaison.

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: 85

Provide general administrative support to the bureau executive secretary, bureau director, division administrators and bureau staff.

Individual tasks related to the duty:

- Answer telephone for Bureau of Tax Policy, Tax Policy (Direct and Indirect Taxes) Division, and Tribal Affairs; direct calls, take messages, monitor voicemail boxes and return phone calls as needed. Receive and screen visitors.
- Monitor bureau director's and division administrators' calendars for conflicts as required; accept/decline appointments.
- Schedule meetings on behalf of bureau director and division administrators as required.
- Type and distribute meeting agendas; assist bureau director and division administrators during meetings as necessary.
- Proofread bureau documents for compliance with the Americans with Disabilities Act (ADA). Ensure proper formatting and correct templates are used.
- Proofread small claims documents for proper redactions.
- Format administrative rules for bureau, and other areas when requested, and prepare certificate of adoption for Treasurer's signature.
- Track, route and monitor Alternative Dispute Resolution (ADR) applications/requests and obtain pertinent documents from Department systems as necessary.
- Complete travel and conference attendance request forms for staff and acquire proper signatures; submit forms to accounting for payment.
- Register staff for conferences as requested.
- Sort, process, and distribute incoming mail.
- Mail outgoing correspondence.
- Serve as backup to create electronic files and enter assignments in the Assignment Tracking Log.
- Serve as backup to monitor and process items in shared Bureau of Tax Policy and Tax Policy (Direct and Indirect Taxes) Division email boxes.
- Assist office staff with other miscellaneous clerical duties as needed.
- Assist bureau staff as needed.

Duty 2

General Summary:

Percentage: 10

Serve as IT liaison and building liaison for Bureau of Tax Policy, the Direct Taxes Division and the Indirect Taxes Division. Serve as ITAM liaison for the Bureau of Tax Policy and Office of Legislative Affairs. Serve as backup liaison for multi-function device, phone liaison, records management liaison, security liaison, and purchasing liaison.

Individual tasks related to the duty:

- Serve as IT liaison for the Bureau of Tax Policy, the Direct Taxes Division and the Indirect Taxes Division. Attend monthly meetings and provide meeting notes to director and administrators; forward information to bureau staff regarding computer/network issues; answer staff questions regarding computers/software/systems.
- Serve as ITAM liaison for the Bureau of Tax Policy and Office of Legislative Affairs. Attend monthly meetings; track equipment needs; order equipment, request repairs, and install monthly updates as needed.
- Serve as building liaison for the Bureau of Tax Policy, the Direct Taxes Division and the Indirect Taxes Division.
- Serve as backup liaison for multi-function device.
- Serve as backup liaison for telephone issues.
- Serve as backup records management liaison.
- Serve as backup security liaison.
- Serve as backup purchasing liaison.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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

Some independent judgment such as screening and directing calls, routing mail, and arranging meeting details.

Determining information needed to update databases.

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

Prioritization of support duties for the bureau. Issues that deviate from established Department policies and procedures.

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.

Normal physical efforts associated with an office environment including sitting, standing, walking, typing, maintenance of computer records, and occasionally lifting and transporting heavy boxes and computer equipment. The individual must work at a desk for extended periods of time with substantial work performed on a computer. There may be some travel between Operations Center and Austin Building for attendance at meetings.

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?

Provide general administrative support for bureau staff as described in #15.

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 Bureau of Tax Policy is responsible for administering all aspects of departmental policies and tax statutes. This position is to provide general administrative support to the bureau executive secretary, bureau director, and division administrators.

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:

Sound and effective communication skills, both written and verbal, and extensive grammar skills. Ability to organize and maintain an electronic filing system. Experience in handling a variety of different tasks. Ability to type. Computer experience: Microsoft Word, Excel, Outlook and Teams. Ability to make decisions and take necessary actions. Must be self-regulating, detail oriented, and able to handle a high volume of workload.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid Michigan driver's license as this position may require some travel.

This position has access to Federal Tax Information (FTI) and requires passing of a fingerprint-based background check per IRS Publication 1075.

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.

N/A

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

SALLY VAN VYVE

8/28/2025

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