

1. Position Code
DIVSSPV2

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

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/Agency Attorney General
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Criminal Justice Bureau
4. Civil Service Classification of Position Division Legal Secretary Supervisor-2 (11)	10. Division Health Care Fraud
5. Working Title of Position (What the agency titles the position) Division Head Secretary	11. Section
6. Name and Classification of Direct Supervisor David E. Tanay - Attorney Administrator 20	12. Unit
7. Name and Classification of Next Higher Level Supervisor Bryant Osikowicz, Acting Bureau Chief	13. Work Location (City and Address)/Hours of 2860 Eyde Parkway, East Lansing, MI 8:00AM – 5:00PM Monday thru Friday

14. General Summary of Function/Purpose of Position

The function of this position is to serve as the Division Head Secretary to the Division Chief of the Department of Attorney General's Health Care Fraud Division. Duties include: Supervision of division's legal secretaries and clerical support staff and temporary service agency staff, handling of executive support activities, record keeping and preparation of reports regarding division's activities, monitoring and scheduling of court appearances, preparing pleadings and other documents.

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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 50

Employee supervises the workflow within the division, supervision of the legal secretaries and other support staff assigned to the division, general responsibility for maintaining office equipment, supplies, and inventory, and acquaints new personnel with respect to the work and administrative procedures of the division.

Individual tasks related to the duty.

- Supervises the activities of the division's legal secretarial and other support staff. Included in this duty is: Overseeing the opening of all legal files assigned to the division's attorneys and keeping records of all cases opened for report purposes, independently arranging for equipment and various supplies or services needed by the division, including on occasion, the services of temporary personnel and supervision of such temporary employees when necessary and evaluations of such temporary employees at the request of the vendor, training of the support personnel as far as division procedures, performance evaluations, leave usage approval, etc. Employee must also train new legal secretarial and other support staff assigned to the division and acquaint them with the department's policies, procedures and regulations and the division's procedures. When appropriate, employee designs, revises and/or establishes instructions for the work area. Frequently, employee must independently respond to inquiries or situations that arise within the division, providing either the appropriate answer or routing the problem to the proper person or agency. This involves the employee's knowledge of the supervisor's viewpoint and following through on the problem and solution.

Duty 2

General Summary of Duty 2 % of Time 20

Secretary to Division Chief of the division.

Individual tasks related to the duty.

- Work product includes the preparation and filing of legal documents in court, proofreading, checking, and providing parallel cites. General typing duties include requisitions, duplicating orders, expense vouchers, rating forms for the division's employees, legal documents, and general correspondence. Employee in this position must frequently compose various kinds of letters in response to correspondence received from individuals, law firms, state agencies, etc.

Duty 3

General Summary of Duty 3 % of Time 5

Management of Division Chief's schedule.

Individual tasks related to the duty.

- Responsibilities of this duty include: Keeping the Division Chief's appointment calendar, making arrangements for appointments, hearings, conferences, etc., and making appropriate reservations for both travel and lodging.

Duty 4

General Summary of Duty 4 % of Time 5

Independent preparation of reports and pleadings.

Individual tasks related to the duty.

- Employee independently prepares various reports for the supervisor concerning pending and current workload in the division. Employee is required to independently draft various pleadings to be filed with the courts, such as Notices of Hearings, Proofs of Service, etc., and the necessary letters to courts and opposing attorneys. Scheduling of court appearances is also required. Files must be maintained in the litigation areas, including docket entries, etc.

Duty 5**General Summary of Duty 5**% of Time 10

Communication with other divisions within the department, management and staff of client agencies, state and federal agencies, court personnel, private sector attorneys, service personnel dealing with this office, and with the public.

Individual tasks related to the duty.

- Employee in this position receives, screens and initiates telephone calls concerning the Division Chief's schedule, litigation docketing, etc., with various state and federal offices, businesses, and attorneys, as well as the courts. Employee must respond to inquiries or situations that arise in the division with either the appropriate answer or routing the problem to the proper person for answer. Employee has frequent contact with the public as well as attorneys, courts, repair or service people concerning the machines and equipment used in the division. Employee also has frequent contact with the Practice Group Office, Accounting, Human Resources, Executive and other divisions within the department.

Duty 6**General Summary of Duty 6**% of Time 10

Miscellaneous duties.

Individual tasks related to the duty.

- Other duties as assigned, including those related to transient special projects or Division initiatives.

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.

Assignment and prioritization of work to other legal secretarial and support staff, training of staff, screen telephone calls and mail to determine whether to personally handle or to whom within the division the matter should be referred, schedule court and administrative hearing appearances, and coordinate Division Chief's calendar.

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

When situations or questions involve procedures or certain supervisory decisions as to problems which have not previously arisen, questions of interpretation of statutes or rules requiring an attorney's expertise, at any time when unsure of proper procedure or supervisor's viewpoint.

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.

Work is typically performed in an office setting and involves: Sitting, walking, bending, standing, crouching, lifting and carrying of materials weight up to 10 pounds, extensive use of personal computer and use of a variety of office equipment. A limited amount of travel may be required.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Julie Gerszewski	Legal Secretary-A		

Molly Sears	Legal Secretary-A		
Cheryl Bliss	Secretary-A		
Vacant	Secretary-A		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

<input checked="" type="checkbox"/> Complete and sign service ratings.	<input checked="" type="checkbox"/> Assign work.
<input checked="" type="checkbox"/> Provide formal written counseling.	<input checked="" type="checkbox"/> Approve work.
<input checked="" type="checkbox"/> Approve leave requests.	<input checked="" type="checkbox"/> Review work.
<input checked="" type="checkbox"/> Approve time and attendance.	<input checked="" type="checkbox"/> Provide guidance on work methods.
<input checked="" type="checkbox"/> Orally reprimand.	<input checked="" type="checkbox"/> 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.

<u>TO BE COMPLETED BY DIRECT SUPERVISOR</u>
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? Yes.
23. What are the essential duties of this position? To serve as the executive secretary of the Division Chief, handle executive support activities, supervise the activities of the division's legal secretarial staff.
24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed. N/A-Update
25. What is the function of the work area and how does this position fit into that function? The division is responsible for the coordination and handling of criminal investigations and prosecutions as well as civil cases within the structure of the Department of Attorney General. This position is key to supervision of both the workflow and production of work by the division's legal secretarial staff and providing executive support assistance to the Division Chief of the division.
26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.
EDUCATION: Education level typically acquired through completion of high school.

EXPERIENCE:

As described in the applicable Civil Service job specification.

KNOWLEDGE, SKILLS, AND ABILITIES:

All requisite legal secretarial skills are required as well as exceptional organization skills. Consideration experience and knowledge of personal computers, local area networks and file serves (preferably in a Legal Files environment). Ability to supervise and coordinate the work of others. Well-developed oral and written communication skills. Ability to prioritize assignment and to handle multiple assignments concurrently.

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