

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

Position Code

1. STUDASTEO88R

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 ATY GNRL CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description Student Assistant-E	10. Division Human Resources Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor VANDEUSEN, LALENA R; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor MANNING, S. PETER; CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 525 W. Ottawa Street, Lansing, MI 48913 / Various days and hours based on school schedule

14. General Summary of Function/Purpose of Position Provide general support in a variety of office activities within the division of the Attorney General. Tasks include clerical filing, data entry, copying, mail and general internal correspondence

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: 90

Provide administrative tasks and support to division team employees.

Individual tasks related to the duty:

- Prepare regular and bulk mailings for pickup by mail services, UPS, or other carriers.
- Open, date stamp and sort incoming mail; deliver mail or sort and batch for imaging.
- Prep, sort and scan documents.
- Assist in the supply area to provide supplies to staff
- Assist with copy, faxing and scanning projects
- Administrative tasks and support
- Answering telephone calls

Duty 2

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Miscellaneous tasks as assigned by management

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

N/A

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

Decisions with customer impact. Changes in policy 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.

This is a standard office environment using a computer most of the day. You will be required to retrieve materials from the copier and facsimile equipment throughout the day. Standing, stooping, walking, sitting, kneeling, bending are all required in order to successfully complete the tasks of this position

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):

- | | |
|---|--|
| ☐ 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. |

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?

Support activities of the Division

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

Backfill

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

The student in this position will be multi-tasked. The duties assigned and performed vary depending on the seasonal workload fluctuation. The student may also be asked to assist other duties as needed

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Familiar with Microsoft Office applications. Ability to adapt to a fast-paced, constantly changing environment. Ability to work in a team setting and to meet strict deadlines based on business needs.

**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.

None

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

Appointing Authority

4/28/2023

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