

<b>Position Code</b> 1. SECRTYAG82R
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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>  Department of Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b>  
<b>4. Civil Service Position Code Description</b>  Secretary-A 9	<b>10. Division</b>  Water Resources Division
<b>5. Working Title (What the agency calls the position)</b>  Secretary	<b>11. Section</b>  Field Operations Section - Lakes Erie and Huron
<b>6. Name and Position Code Description of Direct Supervisor</b>  Laura Mathews, Environmental Manager 14	<b>12. Unit</b>  Lansing District Office - Water Quality Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b>  Cheri Meyer, State Administrative Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b>  525 West Allegan Street, Lansing, MI 48933/ 8:00 a.m.-5:00 p.m., Monday-Friday

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

This position serves as a management assistant to the district supervisor by serving as liaison to staff and Water Resources Division (WRD) management to transmit information and provide work instructions; making scheduling commitments; composing, editing, and formatting various correspondence; making recommendations on office needs and improvements. Provide secretarial support to the staff of the Lansing District Office - Water Quality Unit. Responsibilities include assisting with walk-in/mail-in/e-mail permit application processing; assisting staff with entering, updating, and retrieving information in the permitting database, MiEnviro; proofreading and finalizing documents; maintaining district office files; processing incoming and outgoing mail; and processing Freedom of Information Act (FOIA) requests. This position also provides clerical support to other divisions in the Lansing District Office as necessary, and assists with district office receptionist duties that are shared and rotated with other clerical staff in the office.



Duty 3

**General Summary of Duty 3**

**% of Time 20**

Process FOIA requests.

**Individual tasks related to the duty.**

- Review request and determine if requested records exist. Assign specific FOIAs to compliance staff to respond; retrieve file material from internal files and the Records Center; compile and organize FOIA response material; properly redact and exempt records for release; coordinate with the WRD FOIA Coordinator; input requested materials into the FOIA database, GovQA; and mail material.

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

Decisions on setting priorities for work projects. Discretion must be used to complete the required assignments efficiently and effectively. Determine which letters, inquiries, or telephone calls to respond to directly, which to refer to staff, and which to give to the district supervisor.

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

When priorities are unclear, the interpretation of policies and procedures, or the situation has the potential for setting precedent. Attending WRD offered training. Changes or additional needs of the work unit. Changes in work schedule. Technical responses and updates on in-house WRD policies. Unresolved issues with staff or the public. Conflicts in workload demands.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

All duties are performed in a typical office environment: 60% sitting, using the computer, and answering telephone; and 40% lifting, bending, reaching, and carrying.

To be successful in this position, the following competencies have been identified as essential: Interpersonal Skills, Job Knowledge and Experience, Managing Work, Quality Orientation, and Stress Tolerance

**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. (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>

**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.      |

**21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**22. What are the essential functions of this position?**

This position serves as the management assistant to the district supervisor and provides secretarial support to the district staff. The person in this position must have a thorough knowledge of the many programs administered by the WRD; have the ability to type, review, and edit letters by applying correct English usage, spelling, punctuation, and adherence to EGLE Correspondence Guidelines; communicate well, both verbally and in writing; use a computer, telephone, and other office equipment; sit at a desk for long periods; and maintain a calm, professional demeanor at all times. Ability to independently prioritize work and meet deadlines. Requires an understanding and ability to interpret EGLE and WRD rules, regulations, and policies.

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

No change.

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

The Lansing District Office is responsible for administration of WRD programs within the district's boundaries. This position serves as the management assistant to the district supervisor and provides secretarial support to the district staff. This position supports other EGLE divisions in the district office as needed.

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

**EDUCATION:**

Educational typically acquired through completion of high school.

**EXPERIENCE:**

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8 or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced 7-level administrative support work, or equivalent to a Secretary 7 or Legal Secretary 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Advanced knowledge, skills, and abilities in computer programs such as Word, Access, Excel, and various databases. This position requires competency in communicating with customers in person, on the telephone, or through electronic formats. Ability to work independently under stressful conditions. Possess organizational skills to manage files and documents. Strong editing and proofreading abilities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Criminal history background check required.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**