

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

Position Code 1. LGLSECEA05N
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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) State Government
4. Civil Service Position Code Description Legal Secretary-E	10. Division Corrections Division
5. Working Title (What the agency calls the position) Legal Secretary	11. Section
6. Name and Position Code Description of Direct Supervisor [VACANT], DIVISION LEGAL SECRETARY SPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor TODD, WENDY; DIVISION LEGAL SECRETARY SPV-3	13. Work Location (City and Address)/Hours of Work 525 W. Ottawa Street, Lansing, MI 48909 / Monday - Friday 8:00 a.m. to 5:00 p.m.
14. General Summary of Function/Purpose of Position This position provides legal secretary duties for the Michigan Department of Corrections (MDOC) division within the Attorney General. Duties include: preparation of legal pleadings, briefs, letters and memoranda utilizing legal secretarial terminology, practices and procedures, format, form and spelling. Preparation of appearances, notices, subpoenas, affidavits of service, etc. docketing and maintaining/organizing electronic case files. This position may also provide back-up support to the Division Chief and Division Head Secretary as directed.	

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: 55

Preparation of legal documents and correspondence

Individual tasks related to the duty:

- Type format, proofread, archive and print pleadings and related documents, including citizen letter responses in accordance with court rules for filing with various courts, administrative agencies, and Department policy.
- Photocopy, scan and e-file legal pleadings and other correspondence and documents.
- Communicate with various personnel, courts, agencies and other state departments to schedule hearings, depositions and appointments.

Duty 2

General Summary:

Percentage: 30

Maintain files and calendar for assigned attorneys

Individual tasks related to the duty:

- Establish new case files and maintain them in an organized fashion in our paperless environment;
- Review all incoming mail and correspondence noting all urgent matters with attorneys; calculating and calendar hearing dates, deadlines, and other significant appointments.
- Docket all pleadings.
- Maintain assigned attorney(s) calendars.
- Close case files upon completion as directed by assigned attorney.

Duty 3

General Summary:

Percentage: 10

Answering telephone calls, filing and miscellaneous duties

Individual tasks related to the duty:

- Answer telephone inquiries directing calls to the appropriate individual, division or handle personally.
- Assist other division personnel and perform other support functions as directed by supervisors.
- Attend training as directed by supervisors.

Duty 4

General Summary:

Percentage: 5

Prepare and maintain electronic case files, maintain and update law library, and perform back-up duties of division head secretary

Individual tasks related to the duty:

- Identify files to be sent to record center; box files and input data into database.
- Maintain and update law library.
- Act as back-up to division head secretary as needed.
- Perform any other clerical or administrative functions consistent with the mission of the Division and Department as directed by supervisors.

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

Prioritization of workload. Organization of case files. Answering inquiries or directing to appropriate personnel

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

When clarification is needed for an unfamiliar or unique assignment, situation or procedure, documents or correspondence drafted by the secretary to be transmitted outside the Division.

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.

Work is performed in an office setting, often sitting for long periods in front of a computer. There may be stress in meeting deadlines. The position requires occasional lifting, bending, walking, standing and crouching.

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?

23. What are the essential functions of this position?

This position provides legal secretarial support for assigned attorneys within the Corrections Division of the Department of Attorney General. The assignment includes, preparation of legal documents and correspondence. Maintaining of electronic case files and various clerical duties as assigned, including answering telephones, filing and travel approvals and requests

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

The duties and responsibilities of this position have increased with experience in independently performing a full range of advanced legal secretarial duties. The majority of the work assigned is complex litigation work necessitating independent decision making with minimal supervision. Decisions and actions are made utilizing acquired knowledge of court and departmental policies and procedures. In addition to knowledge of several different software programs the client agency utilizes.

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

The Corrections Division within the Department of Attorney General is responsible for providing legal services to the Department of Corrections. This position provides legal secretarial support for assigned attorneys and clerical support for the division legal secretary supervisor in maintaining office records; compiling reports and performing tasks in furtherance of the mission of the Division and the Department.

26. 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 applicable civil service job specifications

KNOWLEDGE, SKILLS, AND ABILITIES:

Language skills including: spelling; grammar; punctuation, etc. typing skills and knowledge of personal computers, office equipment, office machines, practices and procedures. Good oral and written communication skills. Ability to effectively deal with people and work under stress.

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

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