

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

<b>Position Code</b> 1. LGLSECEB59R
--

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Legal Secretary-E	<b>10. Division</b> Transportation Attorney General
<b>5. Working Title (What the agency calls the position)</b> Legal Secretary	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> CURTISS, ANGELA; DIVISION LEGAL SECRETARY SPV-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> GLEESON, KATHLEEN A; ATTORNEY ADMINISTRATOR-3	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. Ottawa St., Lansing, MI 8 am - 5 pm (In person and hours may vary at the discretion / of management.
<b>14. General Summary of Function/Purpose of Position</b> This position provides legal secretarial and administrative support services to the Division's attorneys and serves as backup for the other legal secretaries within the office.	

**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: 50**

Prepares correspondence, pleadings, and other legal documents, forms, and payment documents.

**Individual tasks related to the duty:**

- Types, formats, proofreads (for grammar, spelling, punctuation, format, syntax and content), archives, prints and copies pleadings and related documents in accordance with applicable court rules for filing with various courts.
- Communicates with appropriate contacts (court personnel, opposing counsel or in pro per parties) to schedule hearings and appointments.
- Copies, scans, files with courts by the appropriate method (electronic, mail or in person).
- Creates payment documents in SIGMA.

**Duty 2**

**General Summary:**

**Percentage: 30**

Maintains files, attorneys' calendars, and litigation tracking for assigned cases.

**Individual tasks related to the duty:**

- Establishes new case files and maintains case files using indices.
- Maintains and retrieves information from electronic litigation/assignment database (i.e., Legal Files, or its successors).
- Reviews all incoming mail and correspondence and notes all urgent matters for assigned attorneys.
- Tracks pending litigation and maintains dockets for next action required on litigation files.
- Maintains calendar for assigned attorneys.
- Transcribes or types file updates from attorneys.
- Scans and emails documents to attorneys.
- Closes case files as designated by supervisor or assigned attorneys.

**Duty 3**

**General Summary:**

**Percentage: 20**

Answers telephone calls, files documents, and performs miscellaneous duties.

**Individual tasks related to the duty:**

- Makes travel arrangements.
- Prepares travel vouchers, and car requisitions.
- Answers telephones and screens calls by directing callers to the appropriate individual, Division or Department, or providing information personally when appropriate.
- Assembles closed files for transmittal to Record Center. Packs files in record center boxes to be shipped to Record Center. (These boxes after packing can weigh up to 50 lbs.)
- Performs other related duties as assigned by supervisor or management.

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

Prioritizing assignments; after training, determining whether information may be released to public or opposing counsel; determining due dates on various legal pleadings; and 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.

**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.**

The physical aspect of the job requires prolonged periods of sitting or standing, continuous typing for several hours, and routinely working with heavy court files and occasionally packing and lifting record center boxes that can weigh up to 50 pounds when filled. Also, performance will require extensive use of personal computer and a variety of standard office equipment.

**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):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | 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?**

To provide legal secretarial duties including typing legal pleadings in appropriate format for the various federal, state, and administrative forums in which the attorneys in the Division practice, ensuring that the appropriate exhibits, number of copies, service, filing and other court rule requirements are met. Additionally, the position requires maintaining files, electronic reporting systems and calendars. The individual is required to perform secretarial duties in a confidential manner that include answering telephones, screening calls, scheduling conferences, meetings and court hearings, and typing correspondence and memoranda.

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

Downgrading for training purposes - removed senior level, complex duties and responsibilities.

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

The Attorney General Transportation Division is responsible for providing legal advice and representation to the Michigan Department of Transportation. This position provides legal secretarial and administrative support services to the staff attorneys within the Division.

**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:**

**Legal Secretary 7**

Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience.

**Legal Secretary E8**

Three years of office experience involving administrative support practices, including one year involving legal secretarial practices equivalent to a Legal Secretary 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Language skills, including: spelling, grammar, punctuation, proofreading, etc. Typing skills and knowledge of personal computers, software programs, office equipment, office machines, practices and procedures. Ability to communicate effectively using discretion in giving out information and referring callers and visitors. Ability to transcribe documents from written, oral or computer-generated formats. Knowledge of court rules/procedures and administrative hearing procedures. Ability to identify and utilize reference sources such as dictionaries, English usage guides, legal reference materials, and procedure and computer manuals. Ability to perform mathematical calculations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license

*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.***

\_\_\_\_\_ 5/2/2022 \_\_\_\_\_  
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