State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. LIBASTEA18R

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** DOC-CHIPPEWA FAC/CHIPPEWA TEM
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** CFA
4. Civil Service Position Code Description LIBRARY ASSISTANT-E	**10. Division** Chippewa Correctional Facility
5. Working Title (What the agency calls the position) Library Assistant	**11. Section** Programs
6. Name and Position Code Description of Direct Supervisor VACANT; LIBRARIAN MANAGER-1	**12. Unit** Library
7. Name and Position Code Description of Second Level Supervisor CLARK, JEFFREY A; ASSISTANT DEPUTY WARDEN-3	**13. Work Location (City and Address)/Hours of Work** 4269 W M-80, Kincheloe, MI / 40 hours per week

14. General Summary of Function/Purpose of Position

Assists facility librarian with library operations. Prepares library call-outs and ensures that library services are provided to prisoners per MDOC policy and procedure. This position is located within the secure perimeter on a full time basis and will have face to face contact with prisoners on a daily basis.

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**

Providing day to day operations for library services.

Individual tasks related to the duty:

- Provide information about and process legal photocopies.
- Interview prisoners for photocopy service and indigent supplies.
- Process and approve magazine and book orders requested by prisoners.
- Retrieves, shelves and distributes library books and other materials.
- Checks out and receives materials from patrons.
- Provides information requested by staff or prisoners in person, over the telephone, in writing or by e-mail.
- Instructs prisoner clerks on preparing materials for use, including stamping documents, bar coding and putting call numbers on these materials.
- Sets up and operates library equipment and accessories.

Duty 2

General Summary: **Percentage:** **40**

Use of personal computer to prepare reports, correspondence, entering and retrieving information. File and sort documents including correspondences, memos, procurement orders, prisoner communications and other library paperwork.

Individual tasks related to the duty:

- Writing Notice of Intent or Misconducts to retrieve stolen/overdue library materials.
- Filing for record retention of all documents.
- Completes monthly statistical reports for library usage
- Updates and creates library forms as needed. Maintains forms on library computer network
- Sorts and files documents and correspondence.
- Record and enter prisoner payroll.

Duty 3

General Summary: **Percentage:** **5**

Provide access to the courts for prisoners at Chippewa Correctional Facility.

Individual tasks related to the duty:

- Provide Notary services
- Screen and approve/disapprove prisoner’s requesting legal writer services.
- Answer questions and provide guidance to prisoners using the library.
- Reviews; prints and send/receive Legal Writer documents and e-mails.
- Process indigent requests for legal photocopies and supplies.

Duty 4

General Summary: **Percentage:** **5**

Provide access to law and general library to prisoners housed in level I and segregation.

Individual tasks related to the duty:

- Receive and prepare requests from non-population prisoners for law or general library materials.
- Inspect all material and physically deliver books to prisoners housed in non population.
- Answer questions about library services.

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

Processing library call-outs. Approve book and magazine orders. Answer staff questions about library operations and access to the court. Processes photocopy requests. Ability to prioritize and utilize time management. Assigning of Legal Writer caseload

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

Complex photocopy issues. Denial of any library services. Complex access to court questions.

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.

Carrying and lifting up to 20-25 pounds of law and general library books. Pulling library delivery cart with law and general library books to segregation. Up to 50-60 pounds. Pulling cart through snow during winter conditions. Hand and shoulder strength to shelve books. Typing and computer use.

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?

1. Access to the courts as defined by MDOC Policy and Procedure. 2. Providing information about library operations and functions to prisoners, staff and Administration 3. Knowledge of library issues and the Librarians projects and all aspects of library functions. 4. Ensuring prisoners are provided library services at the Chippewa Correctional Facility

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

Updated the required education description to match the job specification.

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

Provide Legal Writer, Law and General library services. Day to day operations.

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:

Library Assistant 5
No specific type or amount is required.

Library Assistant 6
One year of experience equivalent to a Library Assistant 5.

Library Assistant E7
Two years of experience equivalent to a Library Assistant, including one year equivalent to a Library Assistant 6.

KNOWLEDGE, SKILLS, AND ABILITIES:

Alpha/numeric skills for filing and documenting library activities. Communication skills. Ability to follow MDOC Policy and Operating procedures. Knowledge of standard computer programs/software (i.e. word processing, spreadsheets). Knowledge of MDOC computer programs/software (i.e. OMNI, COMS) Knowledge of Library computer programs (Winnebago – Spectrum)

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

ISIAH OTTEN | 10/7/2026

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**