

**State of Michigan
Civil Service Commission**

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

Position Code

1. LIBRTCHEA55R

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-BELLAMY CREEK FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Library Technician-E	10. Division Bellamy Creek Correctional Facility
5. Working Title (What the agency calls the position) Library Assistant	11. Section Prisoner Services
6. Name and Position Code Description of Direct Supervisor JONES, SABRINA; ASSISTANT DEPUTY WARDEN-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor MOYER, LIZA; STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 1727 W. Bluewater Hwy., Ionia, MI 48846 / Mon - Thurs 1230 - 2100 & Friday 800 to 1630
14. General Summary of Function/Purpose of Position Providing law and general library services to prisoners. Responsible for callouts for all functions in library area. Perform librarian functions when librarian not on site. Assists with the legal writer program by ordering and maintaining materials and preparing reports.	
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**

Supervise and assist prisoners in library.

Individual tasks related to the duty:

- Assist and answer reference queries from prisoners in finding legal, department and library materials as well as the use of card catalog, reference books and locating material.
- Assist with scheduling for the library operations.
- Assists with cataloging all general library materials on computer.
- Coordinates and maintains cooperative relationships with outside resources including other libraries to enable prisoners to have access to additional general library items through an inter-library loan program.
- Attempts to obtain prisoners compliance with facility and area rules and regulations. Writes tickets on prisoner for rule infractions.

Duty 2**General Summary:****Percentage: 20**

Supervise and train library clerks who assist the librarian distributing inventory.

Individual tasks related to the duty:

- Maintain the law and general library clerks work schedules and payroll records.
- Review and approves notice of intent for lost and overdue books which are processed by prisoner library clerks.
- Supervises law library clerks who distribute and inventory library collection in order to fulfill the departments "Access to Courts" policy when Librarian is not on site.

Duty 3**General Summary:****Percentage: 15**

Photocopying documents for prisoners and prepare reports.

Individual tasks related to the duty:

- Makes copies of legal exhibits and other papers
- Maintains a log of orders and a receipt of prisoners copies.
- Identifies what items are exhibits for indigents.
- Compiles monthly statistics of library use.
- Prepare monthly operational reports.
- Other duties as needed

Duty 4**General Summary:****Percentage: 15**

Backup legal writer program supervisor

Individual tasks related to the duty: • Supervise the legal writer prisoner

clerk when Librarian is not on site.

- Print Documents, forms, templates, pleadings, memo's.
- Coordinate the communications between legal writers and contractual lawyers ensuring documentation is maintained as well as court deadlines are met.
- Schedule appointments and callouts between legal writer and prisoner.

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

Schedule inmates for specific library sessions. Discard outdated materials from book lease program – proper utilization of space.

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

Scheduling inmates for more than their minimum 6 hours of law library per week. Staff library programming changes, grievances, procurement requests, supplies.

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.

Sit, stand, walk, and carry documents. Heat, cold, noise. Library is located within the security perimeter of a multi-level prison. Employee has regular and direct contact with prisoners on a regular basis.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a fulltime, 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, I am in agreement with responses 1 through 20.

23. What are the essential functions of this position?

Oversee the law or general library when schedule to work and supervise clerks.

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

Responds to prisoner questions and independently provides assistance as necessary.

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

Provide library services to inmates; assist prisoners trying to access the courts by providing trained legal writers and a law library. Provide general reading materials to prisoners for leisure time use.

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

EDUCATION:

Completion of two years of college (60 semester or 90 term credits) with 15 semester (24 term) credits in one or a combination of the following: library technology, audio-visual technology, or media technology.

EXPERIENCE:

Library Technician 8

No specific type or amount is required.

Library Technician 9

One year of experience equivalent to a Library Technician 8.

Library Technician E10

Two years of experience equivalent to a Library Technician, including one year equivalent to a Library Technician 9.

Alternate Education and Experience

Library Technician 8 - 11

Four years of office support experience in a library setting, two years of which shall have been equivalent to the experienced (E7) level, may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of library methods, materials and organization. Knowledge of research methods in locating materials. Computer use.

CERTIFICATES, LICENSES, REGISTRATIONS:

Notary public certificate

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.

TINA CONRAN

7/1/2021

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