CS-214
REV 3/2001

1. Position Code

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** ATTORNEY GENERAL
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Classification of Position LEGAL SECRETARY 7/8/9	**10. Division** LICENSING & REGULATION
5. Working Title of Position (What the agency titles the position) LEGAL SECRETARY	**11. Section**
6. Name and Classification of Direct Supervisor	**12. Unit**
7. Name and Classification of Next Higher Level Supervisor MICHELLE M. BRYA, ATTORNEY ADMINISTRATOR-3	**13. Work Location (City and Address)/Hours of Work** 525 W. Ottawa Street, Lansing, MI 48933 Monday-Friday 8:00 a.m.-5:00 p.m.

14. General Summary of Function/Purpose of Position

This position provides legal secretary duties for the Licensing & Regulation Division. The duties of the position 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, etc. Docketing and maintaining/ organizing case files. This position also provides support in entering data into the Legal Files system and preparation of case files. This position may require knowledge of e-filing systems to enhance case management of files and to e-file answers, briefs, motions, appearances, required responses, etc.

For Civil Service Use Only

15. Please describe your <u>assigned</u> duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

<u>Duty 1</u>

General Summary of Duty 1 **% of Time 50**

Preparation of legal documents and correspondence.

Individual tasks related to the duty.

- Prepare legal pleadings, documents and correspondence for assigned attorneys. Utilize computer programs, word processing, scanning software, etc. Edit, format and finalize all documents necessary for filing -- paying strict attention to detail and accuracy. Compose pleadings/correspondence according to instructions and guidelines. Redact documents as necessary. File legal documents with the proper court/tribunal and department.

<u>Duty 2</u>

General Summary of Duty 2 **% of Time 30**

Data entry in Legal Files and preparation of case files.

Individual tasks related to the duty.

- Review and docket all incoming mail and present to attorneys. Track daily completions of filings and new correspondence for active cases and closed cases. Notify attorneys of time-sensitive issues and respond to courts when necessary. Open new cases and set up files. Maintain all files in Legal files, or any replacement database. Keep case files organized and updated and close files upon completion.

Duty 3

General Summary of Duty 3 **% of Time 10**

Maintenance of attorneys' calendars, computerized case docketing system, and travel arrangments.

Individual tasks related to the duty.

- Schedule and arrange meetings, conferences, depostitions, court appearances and other events. Arrange travel and lodging. Docket pleadings, maintain and monitor case docketing system to prevent default or missed deadlines and as a source of general information to department attorneys regarding status of cases.

Duty 4

General Summary of Duty 4 **% of Time 10**

Miscellanous

Individual tasks related to the duty.

- Telephone answering duties on main line into Division. Forward calls to appropriate personnel and/or take messages and make sure they are delivered. Open incoming mail and determine assignment and distribution. Perform miscellaneous duties, such as determining need for and obtaining supplies and equipment. Assist other secretaries when necessary and as time permits.
- Perform other assignments relating to the successful performance of the duties, goals and objectives of the Division and Department as assigned.

Duty 5

General Summary of Duty 5 **% of Time _____**

Individual tasks related to the duty.

-

Duty 6

General Summary of Duty 6 **% of Time _____**

Individual tasks related to the duty.

-

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Prioritizing workload to maintain filing deadlines for initial and all follow-up work. Organization of case files. Answer routine inquires or direct to appropriate personnel. Assist other secretaries.

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

When clarification is needed and whenever legal or technical questions are involved. Any matters of a complex nature or have an impact on the Division or Department that is high profile.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Work is performed in an office setting often sitting for long periods of time in front of a computer. The duties require physical efforts associated with typing, filing, answering telephones, etc., some bending, stooping, kneeling, carrying and lifting up to 20 pounds.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME	CLASS TITLE	NAME	CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- ☐ **Complete and sign service ratings.**
- ☐ **Provide formal written counseling.**
- ☐ **Approve leave requests.**
- ☐ **Approve time and attendance.**
- ☐ **Orally reprimand.**
- ☐ **Assign work.**
- ☐ **Approve work.**
- ☐ **Review work.**
- ☐ **Provide guidance on work methods.**
- ☐ **Train employees in the work.**

21. ***I certify that the above answers are my own and are accurate and complete.***

_____ _____

Signature **Date**

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

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes

23. What are the essential duties of this position?

This position provides legal secretarial support for assigned attorneys within the Licensing & Regulation Division. This assignment includes preparation of letters and pleadings along with docketing pleadings. This position also provides administrative support for data entry into the Legal Files system and case file opening preparation and case closing.

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

N/A-Update

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

The Licensing and Regulation Division is responsible for various facets of legal activities, including legal counsel and representation to 3 bureaus within the Department of Licensing and Regulatory Affairs (LARA): the Bureau of Professional Licensing, the Bureau of Construction Codes and the Corporations, Securities & Commercial Licensing Bureau. The Division also provides counsel to the Cannabis Regulatory Agency and several boards within LARA. This position provides legal secretarial services for assigned attorneys and clerical support for the Division Head Secretary in maintaining office records.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

High School Graduate.

EXPERIENCE:

As required by the 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. 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 hearings. Ability to follow complex instructions and to prioritize workload. Knowledge of and compliance with Department procedures and policies. Ability to work with other staff within the Division.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. ***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

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

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

Appointing Authority's Signature **Date**