

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

Position Code 1. SENEXDEPA74N

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Legal Services Administration
4. Civil Service Position Code Description SENIOR EXECUTIVE ASST DPTY DIR	10. Division
5. Working Title (What the agency calls the position) Deputy Legal Director	11. Section
6. Name and Position Code Description of Direct Supervisor CRAINE, KHYLA D; SENIOR DEPUTY DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor ANDERSON, CHRISTINA H; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 430 W. Allegan St., Lansing, MI 48933 / 8:00 a.m. - 5:00 p.m.; Monday - Friday

14. General Summary of Function/Purpose of Position

The position serves as a deputy legal counsel to support the Chief Legal Director, the Legal Services Administration (LSA), and the Michigan Department of State (MDOS) in the many and varied legal, policy, and legislative issues that arise. The position expands the legal bandwidth of LSA to ensure that all departmental legal needs are promptly and fully supported and addressed.

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

Support the Chief Legal Director in advising the Secretary, Chief of Staff, and MDOS Department Directors on all matters of law and policy.

Individual tasks related to the duty:

- Advise and assist the Chief Legal Director with the overall supervision and direction of Legal Services Administration.
- Serve as main contact for LSA in Chief Legal Director's absence.
- Analyze and review pending federal and state legislation and regulations impacting the Department, including the Commercial Motor Vehicle Safety Act of 1986, 49 USC §31301, et. seq., Motor Vehicle Code, Motor Vehicle Service and Repair Act, Driver Education and Provider Instruction Act, Identity Theft and Prevention Act, Michigan Election Law, Michigan Campaign Finance Act, Michigan Lobby Registration Act.
- Ensure the execution and termination of legal holds for the department.
- Advises staff in the resolution of sensitive and/or complex situations pertaining to the Department's legal policies.
- Serve as legal privacy monitor for the Department to ensure proper implementation of federal and state privacy laws
- Oversee the drafting, revision, reports, and correspondence for the Chief Legal Director.
- Ensure coordination between all departments and work areas.
- Maintain a high degree of confidentiality on all issues.

Duty 2

General Summary:

Percentage: 25

Support the Chief Legal Director, either jointly or independently, in monitoring and assisting in the direction of lawsuits and other legal matters filed against MDOS, including close coordination and partnership with the Attorney General's Office. This necessarily involves sufficient research of law, programs, and administrative policy to fully understand the legal questions as well as the possible implications of any possible resolution of the lawsuits or other legal matters.

Individual tasks related to the duty:

- Review legal information and laws pertinent to Secretary of State program areas to keep updated on general developments and emergent issues and will advise the Chief Legal Director accordingly.
- Review requests for legal guidance from the Secretary and Departmental staff
- Review document productions and prepare for submission to the AG's office or other entities, as required.
- Confer with the Attorney General's Office on matters relating to the department's policy, programs, and law research.
- Direct and coordinate special projects when necessary.
- Lead the delegation and review of contracts, memorandum of understanding, and other documents for signature by the Chief Legal Director, Chief of Staff, or the Secretary.

Duty 3

General Summary:

Percentage: 25

Manage special projects created or coordinated by LSA including Returning Citizen Program, Foster Care Project, SOS Connect.

Individual tasks related to the duty:

- Serve as the liaison and manages the Department's Returning Citizen ID program. Ensure adherence and compliance with the various MOUs and prepare reports as required.
- Manage the Foster Care project and SOS Connect Programs to ensure legal compliance.
- Assist with implementation of election public engagement tasks, as required
- Advise the Office of Communication and the Community Engagement team of policy or legal issues.
- Drafts statements, press releases, and/or speeches on program, policy, and legal issues.
- Review and approve media records requests for information, as needed.
- Attend and Represent the Department of State and/or the Secretary of State legal based events.

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

Independently makes day-to-day decisions in activities as described in the position duties and performs assignments related to this section. The general public and many work areas of the department may be affected by the decisions.

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

Decisions regarding sensitive information or on questions of potential shifts in legal opinion or official policy positions.

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.

Normal office environment.

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?

The position serves as an assistant legal counsel to support the Chief Legal Director, the Legal Services Administration (LSA), and the Michigan Department of State (MDOS) in the many and varied legal, policy, and legislative issues that arise. The position expands the legal bandwidth of LSA to ensure that all departmental legal needs are promptly and fully supported and addressed.

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

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

This position serves as the Assistant to the Chief Legal Director with responsibility for advising and assisting with the direction of Michigan Department of State major program activities and initiatives.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Senior Executive Assistant (Deputy Director) 15, Senior Executive Assistant (Director) 16

Two years of professional, P11-level experience or one year of professional 12-level experience as a senior-level worker, a manager, or a staff/program specialist (includes administrative assistant) or equivalent.

Preferred applicant will have experience in management of outside counsel, litigation experience, and experience communicating complex legal ideas and concepts to media as well as average citizens.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to analyze and appraise facts to get to the source of a problem and to obtain critical facts.
- Ability to plan, develop and evaluate programs.
- Ability to present ideas effectively at a level of style, grammar, organization and technical construction expected at a management level.
- Considerable knowledge of program planning, development and evaluation methods.
- Experience with legal research and writing.
- Knowledge of election and voting law.
- Knowledge of Communications and Media.

CERTIFICATES, LICENSES, REGISTRATIONS:

Admission to the State Bar of Michigan is preferred.

Possession of a Juris Doctorate Degree from an accredited school of law is preferred.

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.

N/A

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

Appointing Authority

10/7/2025

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