

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

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
Vacant	Department of Attorney General
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
N/A	Consumer and Regulatory Enforcement Bureau
4.Civil Service Position Code Description	10.Division
Legal Secretary – E7/E8	Labor Division
5.Working Title (What the agency calls the position)	11.Section
Legal Secretary	
6.Name and Position Code Description of Direct Supervisor	12.Unit
Amber Taylor Section Division Legal Sec Supervisor 10	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Judie K. Bridleman Division Legal Secretary SPV-3	525 W Ottawa St, Williams Building; Lansing, MI - OR- 3030 W. Grand Blvd., Cadillac Place, Detroit, MI Monday-Friday 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position provides legal secretary duties for the Labor Division. Duties 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 of service, etc.; docketing and maintaining/organizing case files—both paper and electronic; other general assistance to staff attorneys; administrative duties to assist the Unemployment, Regulatory, and Workers' Compensation Sections including handling and sorting mail. This position will also provide back-up support to the Division Chief, First Assistant, Section Head, and Supervising Secretaries, as directed.

Additional duties and qualifications for this position are found in the Michigan Civil Service Commission Job Specification for Legal Secretary. This position is subject to both Department of Consumer and Regulatory Enforcement Bureau and Michigan Department of Attorney General policies and procedures.

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 of Duty 1

% of Time 55

Preparation and filing of legal documents and correspondence.

Individual tasks related to the duty.

- Type, format, proofread, archive, and print pleadings and related documents, including citizen letter responses in accordance with court rules for filing with various courts, administrative agencies, and in accordance with all Department and Division policies.
- Photocopy, scan, file, and e-file legal pleadings and other correspondence and documents.
- Communicate with various personnel, courts, agencies, and other state departments to schedule hearings, depositions, and appointments.

Duty 2

General Summary of Duty 2

% of Time 30

Maintain files and calendar for assigned attorneys

Individual tasks related to the duty.

- Establish new case files and maintain them in an organized fashion according to Division policy.
- Review all incoming mail and correspondence (electronic or paper), noting all urgent matters with attorney, calendar hearing dates, deadlines, and other significant appointments.
- Docket all pleadings according to Division policy.
- Maintain assigned attorney's calendar.
- Close case files upon completion as directed by assigned attorney and in accord with Division policy.

Duty 3

General Summary of Duty 3

% of Time 10

Answering telephone calls, filing and miscellaneous duties

Individual tasks related to the duty.

- Answer telephone inquiries, directing calls to the appropriate individual, division, or handle personally.
- File all documents, correspondence, working papers, etc., relating to attorney case file in associated electronic file.
- Assist other Division personnel and perform other support functions as directed by supervisors.
- Attend training as directed by supervisors.

Duty 4

General Summary of Duty 4

% of Time 5

Prepare case files for record center storage; maintain and update law library, and perform back-up duties of supervising secretary.

Individual tasks related to the duty.

- Identify files to be sent to record center, box files and input data into database.
- Maintain and update law library.
- Act as back-up to Supervising Secretary as needed.
- Perform any other clerical or administrative functions consistent with the mission of the Division and Department as directed by supervisors.

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

Prioritization of workload. Organization of case files. 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; documents or correspondence drafted by the secretary to be transmitted outside of the Division.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is performed in an office setting often sitting for long periods in front of a computer. There is sometimes stress in meeting deadlines. The position requires occasional lifting, bending, walking, standing, and crouching.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

20. This position's responsibilities 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.

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

N/A – this is a backfill position

23. What are the essential functions of this position?

This position provides legal secretarial support for assigned attorneys within the three Sections in the Labor Division. The assignments include preparation and filing of legal documents and correspondence, maintaining case files (including docketing of pleadings in the Legal Files system), and various clerical duties as assigned, including answering telephones and processing mail.

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

N/A – this is a backfill position

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

The Labor Division represents a large client base; the Division is divided into four Sections: Regulatory, Vocational Safety, Unemployment, and Worker's Compensation. These four Sections provide representation in all litigation involving their clients. The Regulatory, Vocational Safety, and Unemployment Sections have taken on new work necessitating the need for additional support staff. This position will provide legal support to assigned attorneys and secretary supervisors within the four Sections.

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

EDUCATION:

Education level typically acquired through completion of high school.

EXPERIENCE:

As described in 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. Good oral and written communication skills. Ability to effectively deal with people and work under stress.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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 statements of the employee(s) or supervisors.

None.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

29. 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's Signature

Date

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