

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

Position Code
1. LEGLASTE

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 ATY GNRL CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Criminal Justice Bureau
4. Civil Service Position Code Description Legal Assistant-E	10. Division Financial Crimes Division
5. Working Title (What the agency calls the position) Legal Assistant P11	11. Section
6. Name and Position Code Description of Direct Supervisor GUNDERSON, DANIEL; ATTORNEY MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor STINEDURF, KRISTEN; ATTORNEY ADMINISTRATOR-2	13. Work Location (City and Address)/Hours of Work 3030 W. Grand Blvd. Detroit, MI 48202 / Monday -Friday: 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

The legal assistant in this position will serve in the Financial Crimes Division. The legal assistant, under the supervision of the First Assistant and Section Head, will assist division attorneys in providing legal services to the various state agencies. The legal assistant's duties will include research and analysis, review legislation pertinent to the work area, drafting of pleadings, legal opinions, memoranda, and correspondence, and assistance in preparation for administrative and court proceedings. Upon passing the Michigan Bar exam within one year of hire and successful performance, the position will be reclassified to an Attorney 15.

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: 60

Assist the division attorneys in representing various State agencies in Complex Criminal Cases in District and Circuit Courts throughout Michigan.

Individual tasks related to the duty:

- Provide preliminary analysis of factual and legal issues related to assignments
- Research applicable law
- Work with attorneys and client agency staff to ascertain relevant facts and prepare draft complaints and other necessary pleadings, motions, briefs, correspondence, etc.
- Assist in pretrial or prehearing preparation, including depositions and other discovery practice
- Assist in preparing testimony and documentary evidence for trial, evidentiary hearings, and administrative hearings
- Assist in the preparation of legal contracts
- Researches relevant statutes, rulings, and precedents to be used as a basis for preparing contested case decisions.
- Performs preliminary work in assessing requests filed under the Freedom of Information Act.
- Reviews recent legislation, court cases, correspondence, and publications pointing out matters of note or which necessitate action
- Performs related work as assigned.

Duty 2

General Summary:

Percentage: 20

Provide oral and written responses to citizen inquiries or requests for assistance.

Individual tasks related to the duty:

- Identify factual and legal issues related to citizen inquiries and requests for assistance in matters related to Division assignments
- Provide initial response to telephone inquiries or requests
- Refer citizens to other governmental agencies responsible for the issue(s), and/or other resources, as appropriate

Duty 3

General Summary:

Percentage: 10

Assist the division attorneys in representing various State agencies in Complex Criminal Cases in Appellate Courts throughout Michigan.

Individual tasks related to the duty:

- Provide preliminary analysis of legal and factual issues involved in the appeal
- Review and analyze lower court or agency records
- Research applicable law
- Prepare drafts of briefs and other necessary pleadings for filing in appellate courts

Duty 4

General Summary:

Percentage: 10

Assist in providing general legal guidance to client agencies.

Individual tasks related to the duty:

- Learn the statutory and administrative authority and practices of the Division's client agencies
- Assist in responding to formal and informal requests for legal advice from client agency staff
- Provide preliminary analysis of the factual and legal issues surrounding the legal assignment
- Conduct thorough legal research related to assignment
- Review preliminary legal conclusions and advice with attorneys
- Prepare drafts of written memoranda of advice to the client
- Assists with research and drafting of legislation which pertains to the agency's legislative agenda
- Researches background of matters requiring promulgation of administrative rules and assists with rules drafting.

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

Exercise considerable discretion in: conducting legal research and drafting memoranda; providing informal advice to client agency staff; and handling citizen inquiries. In general, the degree of independence will vary with the complexity of the assignment and the magnitude and sensitivity of the issues at stake.

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

Matters requiring review by the supervisor include: drafts of pleadings, motions, briefs and settlement agreements; drafts of formal written memoranda of advice to clients; drafts of proposed attorney general opinions.

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.

Physical effort expended in this position consists of carrying case materials of approximately 10lbs or more, standing, bending, kneeling, walking, sitting and reaching. Job duties are performed primarily in an office or court setting which may require long periods of computer and office equipment usage. Travel may be involved.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Assist attorneys in all facets of their practice, including representing State and client agencies in civil, administrative, and appellate proceedings, and providing oral and written guidance to client agencies. Regular in person attendance on assigned days is an essential function of this position.

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

N/A - new position.

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

The person serving in this position will assist staff attorneys in providing legal services to client agencies. The principal areas of the work will include research and drafting of pleadings, legal opinions, memoranda, and correspondence. The legal assistant handles legal assignments as required by the Division Chief or First Assistant.

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

EDUCATION:

Possession of a Juris Doctorate degree from an accredited school of law.

EXPERIENCE:

Legal Assistant P11

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of fundamental subjects of law. Knowledge of research procedures. Ability to prepare briefs and other pleadings, and legal memoranda. Knowledge of practices and procedures of the department of attorney general. Ability to communicate effectively, both verbally and in writing. Ability to use judgment, tact and discretion. Ability to analyze facts and draw logical conclusions. Ability to maintain accurate records

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

HANNAH KOENIGSKNECHT

8/1/2025

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