

1. Position Code

LGLSECE/LGLSECA

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.) Vacant	8. Department/Agency Attorney General Department
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Criminal Justice Bureau
4. Civil Service Classification of Position Legal Secretary-E/A 7/8/9	10. Division Financial Crimes Division
5. Working Title of Position (What the agency titles the position) Legal Secretary	11. Section
6. Name and Classification of Direct Supervisor Dominic Virginio – Division Legal Secretary Supervisor 10	12. Unit White-Collar Unit
7. Name and Classification of Next Higher-Level Supervisor Kate Tooman - Division Head Secretary Supervisor 12	13. Work Location (City and Address)/Hours of Work 525 W. Ottawa, Lansing, MI Monday – Friday 8:00 a.m. to 5:00 p.m.
14. General Summary of Function/Purpose of Position <p>Legal Secretary 7/E8 - This position provides legal secretary services to litigation attorneys in the Financial Crimes Division in the Department of Attorney General. Duties include docketing, maintaining/organizing case files, maintaining the calendars for Assistant Attorneys General, scheduling of meetings, compiling important statistics, as well as preparation of search warrants, investigative subpoenas, complaints and warrants that initiate criminal prosecution. The position requires an understanding of the legal criminal process and procedural requirements of the district and circuit courts in the State of Michigan, and the ability to communicate efficiently and courteously with attorneys, witnesses, and victims on the phone and via email.</p> <p>Legal Secretary 9 - This position provides advanced legal secretary services to litigation attorneys in the Financial Crimes Division in the Department of Attorney General. The secretary in this position will require less direction in completing assigned tasks, will independently comply with department, agency and court rules and policy; and will draft basic memoranda/correspondence and other standard legal documents independently for supervisor review and approval. The secretary in this position also interprets the supervisor's point of view. This secretary must be able to work without any on-site supervision from the Division Head Secretary and, when AAGs are not in the office, must be able to serve as the face of the Financial Crimes Division.</p>	
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15. Please describe your assigned 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.

Duty 1

General Summary of Duty 1

% of Time 50

Prepare and arrange various legal documents and office records

Individual tasks related to the duty.

- Type, compose, and edit memoranda, correspondence, subpoenas, pleadings, motions and briefs
- Receive, place, screen, and record phone calls/messages
- Create and compile case file statistical information
- Handle phone and in-person inquiries of visitors, witnesses, court personnel, and law enforcement personnel
- File and electronically file legal documents with appropriate courts following policies and procedures
- Type and prepare search warrants, investigative subpoenas, and court notices
- Prepare complaint and warrant packets for court filing via case management database
- Arrange and compile discovery material, trial notebooks, and exhibits
- Assist other secretaries in the Division as needed
- Any other assigned task

Duty 2

General Summary of Duty 2

% of Time 25

Input, retrieve, review, and compile case file information

Individual tasks related to the duty.

- Create/Input warrant requests on Adult Case Tracking Database
- Input, track, and review case information of defendants, suspects, and/or witnesses on out-county court systems
- Open/update/close, retrieve, and maintain case file information on departmental database (Legal Files)
- Any other assigned task

Duty 3

General Summary of Duty 3

% of Time 10

Maintain attorney calendars, schedule meetings/hearings, and process expense requests

Individual tasks related to the duty.

- Serves as liaison between assigned attorneys and the court system
- Coordinate statements, affidavits, and discovery responses, and assembles documents and exhibits
- Determine or convey case status
- Keeps check on pending cases to avoid default in filing pleadings
- Make travel arrangements for attorneys, witnesses, and experts
- Calculate and process witness appearance fees and travel reimbursements
- Schedule attorney meetings, depositions, witness interviews, and trial prep
- Arrange court reporter, and transcription services
- Process attorney out-of-state travel/speaker requests
- Maintain and update attorney work and court calendars
- Makes recommendations for improving efficiency and economy of existing operations
- Any other assigned task

Duty 4**General Summary of Duty 4 % of Time 5**

Maintain office files, supplies, and equipment

Individual tasks related to the duty.

- Establish, organize, and maintain division files
- Prepare and submit supply requisition requests
- Submit record retention center requests to Division Head Secretary
- Any other assigned task

Duty 5**General Summary of Duty 5 % of Time 10**

Provide advanced administrative support to Special Assistant Attorney General's and Division Head Secretary

Individual tasks related to the duty.

- Provide administrative support to Special Assistant Attorneys General and Division Head Secretary, and answer telephone calls
- Research and implement new programs
- Create and maintain training manual and templates
- Assist with training new employees
- Any other assigned task

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.

In this position, independently prioritize case file handling and processing and independently maintain the division filing system. Additionally, handle case inquiries from defense attorneys, witnesses, and court personnel by phone and during unscheduled in-person visits. Being able to handle these duties independently affects the efficient transition of the case from inception to final disposition.

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

Decisions that are relayed to the supervisor for review are any situations which fall outside the division's normal policy and procedures.

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.

Physical effort expended in this position consists of carrying case materials of approximately 10lbs or more, standing, bending, kneeling, walking consist of 20% of work time. Sitting and reaching consists of 80% of work time.

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.)

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

20. My responsibility 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.

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 will provide legal secretarial services for Assistant Attorneys General and for special agents/investigators as needed. The attorneys and investigators handle the criminal litigation and investigation assignments. This work could include preparing legal documents, memos, and correspondence. This position also provides data entry into the department's database system, Legal Files, and into another database, ACT. Each file is opened, maintained as it progresses, and closed with the supporting documents.

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

The duties and responsibilities of the advanced level position have increased with experience in independently performing a full range of advanced legal secretarial duties. The majority of the work assigned is complex work necessitating independent decision making with minimal supervision. Decisions and actions are made utilizing acquired knowledge of court and departmental procedures.

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

This position provides legal secretarial services for Assistant Attorneys General and special agents/investigators in the Financial Crimes Division. This assignment includes preparation of complaints, warrants, information, and bind overs in ACT, plus preparing subpoenas, other pleadings, correspondence, and e-mails in Microsoft Office. In addition, this position requires data entry into the department's database, Legal Files, with regard to opening, maintaining, scanning of documents, and closing files. Calendaring in Legal Files for the various court hearings.

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

EDUCATION:

A high school diploma

EXPERIENCE:

Legal Secretary 7

Two years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work.

Legal Secretary 8

Three years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year involving legal secretarial practices equivalent to a Legal Secretary 7.

Legal Secretary 9

Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years involving legal secretarial practices equivalent to a Legal Secretary 7 or one year equivalent to a Legal Secretary E8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of organization, workflow, office practices, procedures, equipment, correct English usage, spelling, preparing business letters and reports, making appointments, organization and maintaining a filing system, legal forms and terminology, and court hearing rules and procedures; application of instructions and guidelines; and mission of the Financial Crimes Division.

Skills to compose correspondence and legal documents; and skills to operate a computer, printer, copier/fax/scanner.

Ability to follow complex instructions and apply them to everyday work; maintain composure during stressful situations; communicate effectively; use reference materials/manuals; use diplomacy and discretion when providing information to callers or visitors; perform mathematical calculations; interpret/analyze instructions and guidelines; and determine work priorities.

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 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