

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description LEGAL SECRETARY-E	10. Division Transportation Attorney General
5. Working Title (What the agency calls the position) Legal Secretary - E	11. Section
6. Name and Position Code Description of Direct Supervisor CURTISS, ANGELA; DIVISION LEGAL SECRETARY SPV-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor GLEESON, KATHLEEN; ATTORNEY ADMIN-2	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St., Lansing, MI 48933 / M-F 8a.m. - 5p.m. (hours may vary)
14. General Summary of Function/Purpose of Position This position provides legal secretarial and administrative support services to the Division's attorneys and serves as backup for the other legal secretaries within the office.	

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: 90

Perform legal secretarial duties and support office operations.

Individual tasks related to the duty:

- Types, formats, proofreads (for grammar, spelling, punctuation, format, syntax, and content), archives, prints, scans, and copies pleadings and related documents. File documents with courts by the appropriate method (e.g., electronic, mail, in person) in accordance with applicable court rules.
- Tracks pending litigation and maintains dockets for next action required on litigation files.
- Maintains calendars for assigned attorneys.
- Answers telephones and screens calls by directing callers to the appropriate individual, Division or Department, or providing information personally when appropriate.
- Reviews all incoming mail and correspondence and notes all urgent matters for assigned attorneys.
- Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings.
- Packs files in record center boxes and generates labels for shipment to the Record Center.
- Schedules hearings and appointments, communicating with various contacts as appropriate (e.g., court personnel, opposing counsel, etc.).
- Arranges travel for staff including transportation and hotel reservations. Assists with travel reimbursements as appropriate.
- Prepares and updates documents for attorneys and scans/emails as appropriate.
- Establishes, maintains, and closes case files.
- Maintains and retrieves information from electronic litigation/assignment database (i.e., Legal Files, or its successors).
- Creates payment documents in Statewide Integrated Governmental Management Applications (SIGMA).

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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

Prioritizing assignments; determining due dates on various legal pleadings; and answering inquiries or directing them 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.

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.

Remain stationary for long periods of time, extensive use of a computer and various standard office equipment, and routine handling of court files, which involves occasionally packing and transporting record center boxes weighing up to 50 pounds. Position may require availability outside normal working hours based on operational needs.

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 Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Assign work.
N Approve work.
N Review work.
N Provide guidance on work methods.
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?

This position provides legal secretarial and administrative support services to the Division's attorneys and serves as backup for other legal secretaries within the office.

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

Requesting to update PD since last reviewed 5/2021. Updated Duty 1 and tasks to align with job specs, adjusted Duty 2 and removed Duty 3. Updated tenses and inclusive language.

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

The Attorney General Transportation Division is responsible for providing legal advice and representation to the Michigan Department of Transportation (MDOT), the Michigan State Transportation Commission, the Mackinac Bridge Authority, the Aeronautics Commission, and the Sault Ste. Marie Bridge Authority. The Division represents these entities in federal and state court, and in federal and state administrative tribunals. This position provides legal secretarial and administrative support services to the staff attorneys within the Division.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Legal Secretary 7

Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience.

Legal Secretary E8

Three years of office experience involving administrative support practices, including one year involving legal secretarial practices equivalent to a Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Language skills, including: spelling, grammar, punctuation, proofreading, etc.
- Typing skills and knowledge of personal computers, software programs, office equipment, office machines.
- Court rules/procedures and administrative hearing procedures.

Ability to:

- Communicate effectively using discretion in giving out information and referring callers and visitors.
- Transcribe documents from written, oral or computer-generated formats.
- Identify and utilize reference sources such as dictionaries, English usage guides, legal reference materials, and procedure and computer manuals.
- Perform mathematical calculations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license 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.

CHRISTINA TIJERINA

3/3/2026

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