

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

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| Position Code 1. LGLSECAA55R |
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POSITION DESCRIPTION

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| 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-A | 10. Division Transportation Attorney General |
| 5. Working Title (What the agency calls the position) Legal Secretary | 11. Section |
| 6. Name and Position Code Description of Direct Supervisor CURTISS, ANGELA; DIVISION LEGAL SEC SPV-2 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor GLEESON, KATHLEEN, ATTORNEY ADM-2 | 13. Work Location (City and Address)/Hours of Work 425 West Ottawa, Lansing, MI 8:00 a.m. to 5:00 p.m. / (Hours may vary at the discretion of management.) |
| 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: 40**

Prepares correspondence, pleadings, and other legal documents, forms, and payment documents.

Individual tasks related to the duty:

- Types legal documents from taped dictation and handwritten and/or draft copy for multiple staff attorneys, using Microsoft Word.
- Copies and assembles pleadings for e-filing or manually filing with the courts.
- Serves copies of pleadings on appropriate party by US mail.
- Keeps track of pending cases to avert default in filing pleadings.
- Composes and edits correspondence and legal documents for grammar, spelling, punctuation, etc.
- Creates payment documents in SIGMA.

Duty 2

General Summary: **Percentage: 30**

Serves as liaison between staff attorneys and department personnel and court system.

Individual tasks related to the duty:

- Relays and transmits privileged legal and other information to courts, staff attorneys, staff members, and department personnel.
- Provides requested information or direct telephone calls and visitors to appropriate staff member.
- Answers inquiries from department staff and the public using personal judgment, discretion, and knowledge of management's viewpoint.

Duty 3

General Summary: **Percentage: 15**

Prepares and maintains attorneys' calendars and travel arrangements.

Individual tasks related to the duty:

- Schedules and cancels meetings, conferences, depositions, court hearings, and other engagements for staff attorneys.
- Makes reservations for airline tickets, lodging, car rental, etc.
- Verifies account coding for travel expenses.
- Maintains attorneys' calendars.

Duty 4

General Summary: **Percentage: 15**

Maintains workload, office files, legal library, and performs other miscellaneous secretarial duties.

Individual tasks related to the duty:

- Opens and closes files using Legal Files, the Division's database.
- Evaluates workload and prioritizes work assignments.
- Meets with assigned attorneys to discuss ways to improve the production and efficiency of the job.
- Makes recommendations and implements solutions to work related problems that may arise in the area.
- Sets up file folders with appropriate label for each case.
- Assembles closed files for transmittal to Record Center. Packs files in record center boxes to be shipped to Record Center. (These boxes after packing can weigh up to 50 lbs.)
- Maintains the legal library by filing supplements and updates and keeping the library organized for easy use.
- Performs other miscellaneous secretarial duties as assigned by management.

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

Decisions that are made independently are prioritizing work assignments and determining what information relating to a case can be released and to whom. If the information released is inappropriately given to the opponent or an unauthorized person, it could have serious ramifications that could be costly to the Department. Other decisions are whenever possible, identify, recommend, and implement improvements in the work methods and materials used in the position.

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

The supervisor's review is required when the matter is related to an unfamiliar or unique assignment.

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.

Heavy workloads, meeting court deadlines, and the pressure of accuracy and speed, require the ability to maintain composure during those situations. The physical aspect of the job requires prolonged period of sitting or standing, continuous typing for several hours, and routinely working with heavy court files and occasionally packing and lifting record center boxes that can weigh up to 50 pounds when filled.

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):

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| <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. However, the specifically described duties are subject to change as the needs of the office warrant and additional secretarial duties may be assigned from time to time.

23. What are the essential functions of this position?

The essential duties of the position are:

1. Preparing correspondence, pleadings and other legal documents for filing using Microsoft Word and E-filing.
2. Maintaining office files and attorneys' calendars using Legal Files.
3. Serving as liaison between the attorneys and department personnel and the court systems.

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?

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 9

Four years of office experience involving administrative support practices, including two years involving legal secretarial practices equivalent to a Legal Secretary 7, or one year equivalent to a Legal Secretary E8.

Recent experience working with the various courts within our legal system is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of and experience in the use of Microsoft Word, and considerable knowledge of legal terminology, standard legal resources, court procedures, and pleading formats. Ability to communicate effectively, produce high quality documents, and perform effectively in demanding circumstances caused by workload and deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license

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