State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1.

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-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	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor	**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 advanced 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:

- Prepares legal documents from taped dictation and handwritten and/or draft copy for multiple staff attorneys, using Microsoft Word.
- Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings.
- Researches and prepares materials for administrative decisions and briefs.
- Prepares and updates documents for attorneys and scans/emails as appropriate.
- Copies and assembles pleadings for e-filing or manual filing with the courts.
- Serves copies of pleadings on appropriate party by United States (US) mail, Fed Ex, UPS, etc.
- Tracks pending cases to avert default in filing pleadings. Maintains dockets for next action required on litigation files.
- Composes and edits correspondence and legal documents for grammar, spelling, punctuation, etc.
- Maintains the legal library by filing supplements and updates and keeps the library organized for easy use. Researches and locates case law citations upon request.
- 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.
- Maintains and retrieves information from electronic litigation/assignment database (i.e., Legal Files, or its successors).
- Establishes, maintains, and closes case files including setting up file folders with appropriate label for each case. Packs files in record center boxes and generates labels for shipment to the Record Center.
- Creates payment documents in Statewide Integrated Governmental Management Applications (SIGMA).
- Makes recommendations for improving efficiency and economy of existing operations.

Duty 2

General Summary: **Percentage:** **35**

Serves as liaison between staff attorneys and department personnel and court system using personal judgment, discretion, and knowledge of management's viewpoint.

Individual tasks related to the duty:

- Relays and transmits privileged legal and other information to courts, staff attorneys, staff members, and department personnel as appropriate and authorized to receive the information.
- Provides requested information or directs telephone calls and visitors to appropriate staff member.
- Answers inquiries from department staff and the public.
- Briefs supervisor on matters to be considered before staff meetings and on problems and issues affecting the supervisor's area of responsibility.

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 to ensure no scheduling conflicts and to inform attorneys of court imposed deadlines.

Duty 4

General Summary: **Percentage:** **10**

Other duties as assigned.

Individual tasks related to the duty:

- 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.
- 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.

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. 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 remaining stationary, extensive use of a computer, and routinely working with court files and occasionally packing and transporting record center boxes that can weigh up to 50 pounds when filled. 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	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.

N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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. 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.

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

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:

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.

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**