

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

Position Code 1. LGLSECEB70R
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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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Corporations, Securities and Commercial Licensing
4. Civil Service Position Code Description Legal Secretary-E	10. Division Regulatory Compliance
5. Working Title (What the agency calls the position) Legal Secretary	11. Section
6. Name and Position Code Description of Direct Supervisor KEENE, CAITLIN; ADMIN LAW SPECIALIST MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor CLEGG, LINDA S; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2407 N GRAND RIVER AVE; LANSING, MI 48906 / 8:00am - 5:00 pm, Monday thru Friday

14. General Summary of Function/Purpose of Position

The position performs a full range of legal secretarial assignments in support of the director of the Bureau's Regulatory Compliance Division and other division staff; researches and prepares materials; interprets division policies and procedures; responds to telephone calls and written inquiries from the general public, parties to administrative proceedings, and attorneys; schedules meetings, conferences, and formal hearings; prepares routine notices, proofs of service, orders, legal pleadings, motions, briefs, and orders; copies, scans, securely transmits, uploads, and maintains highly confidential and sensitive documents and information; and prepares, redacts, compiles, and maintains public records, reports, and general correspondence. This position requires frequent interaction both with employees within the division and other work areas within the Bureau, with the Department of Attorney General, the Board of Examiners in Mortuary Science, the Unarmed Combat Commission, and the Michigan Office of Administrative Hearings and Rules.

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

Schedule compliance conferences, prehearing settlement conferences, and contested case hearings and coordinate the attendance of all participants. Coordinate the disposition of enforcement records after the conference or hearing stages of the proceedings.

Individual tasks related to the duty:

Review and evaluate documents received for processing according to Bureau policy, procedures, and practice.

- Read and screen incoming correspondence and reports; make preliminary assessment of the importance of materials and organize documents; handle some matters personally and forward appropriate materials to the division director or other division or bureau staff.
- Identify and notify participants of a conference or hearing proceeding, including determining whether a professional board member or staff member should be invited to attend.
- Answer inquiries regarding functions, rules, regulations, policies, and legislative proposals.
- Serve as main point of contact with respondents, complaining persons, expert/board member witnesses, Bureau staff, attorneys, and others; provide instructions concerning contested case hearings, conferences, and the administrative enforcement process.
- Ensure relevant records are securely transmitted to expert/board member and others participating in a conference.
- Operate standard office equipment such as virtual soft phone with headset, copiers/scanners, laptop, etc.
- Maintain electronic conference and hearing calendars to ensure info remains up-to-date. Compile, review, and monitor statistical and required data.
- Coordinate with attorneys the transfer of the enforcement record and update workflow tasks after service of documents or case disposition at the conference, hearing, or final order service stages.

Duty 2

General Summary:

Percentage: 40

Serve all legal notices related to formal complaints, notices and orders to cease and desist, orders of summary suspension, orders dissolving summary suspension, formal hearings, final orders, settlement agreements, and other legal documents related to enforcement actions commenced under the statutes and rules administered by the Bureau, including the Occupational Code, the Limousine, Taxicab, Transportation Network Company Act, the Unarmed Combat Regulatory Act, the Cemetery Regulation Act, and the Uniform Securities Act.

Individual tasks related to the duty:

Compose routine letters or email and memoranda in response to inquiries using division and department guidelines.

- Draft routine notices, requests for hearing, proofs of service, legal pleadings, affidavits, appearances, and orders for supervisor or attorney review; notarize documents.
- Coordinate and facilitate the division director's and the division's calendars to schedule meetings, hearings, and conferences.
- Receive and screen incoming calls and visitors and verbal or written communications, identifying priority material or contacts; make referrals to appropriate staff or provide requested information.
- Review and evaluate documents to determine if personal identifying information needs to be redacted.
- Input, research, retrieve, and update information from various database or tracking systems.
- Serve legal notices, formal complaints, orders, settlement agreements, motions, and briefs via U.S. Mail, certified mail, and email.
- Assist in creating forms, proposed procedures or other material for operational efficiency.
- Assist in establishing, revising, and maintaining office procedures and policies.
- Draft responses to requests for adjournment, conferring with supervisor or attorney, and transmit notices of hearing, adjournment, continuation, and cancellation of conferences and hearings to witnesses and participants.

Duty 3

General Summary:

Percentage: 20

Maintain enforcement records and tracking systems, organize and prioritize work, and enter required information into Bureau databases, spreadsheets, and SharePoint sites. Provide coverage for other division staff in their absence or when workloads require such assistance. Perform other duties, as assigned.

Individual tasks related to the duty:

- Compile and maintain records, statistical information, and reports.
- Gather data or information for projects or monthly, quarterly and annual reporting.
- Establish, maintain, and extract data and records from various electronic filing and records management systems.
- Compose letters or other correspondence related to enforcement actions, public records requests, or other division matters.
- Assist in compiling and securely transmitting public records in response to requests for information from the general public, law enforcement, self-regulatory organizations, and in response to subpoenas.
- Scan or copy hard copy documents and email or upload records to various drives, sites, or databases.
- Retrieve hard copy files from Records Center.
- Advise supervisor and other Bureau staff of any unusual contacts concerning pending or resolved enforcement actions or any contact or inquiry made by the media or legislative personnel; transfer calls or correspondence to the appropriate individual.
- Review, proofread, and edit correspondence and legal documents prepared by other division staff; prepare abstracts of cases for presentation before boards or commissions.
- Assist divisional and other personnel in task completion when assigned. Sort, open, and distribute mail for division; record information receipt in databases or spreadsheets.
- Ensure compliance with all applicable record retention and disposal schedules.

- Propose revisions in rules, regulations, and procedures manuals; design new forms and procedures.

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

Independent judgment is used when answering inquiries regarding division or other generally known policy or procedure. Appropriate judgment must be exercised with respect to relaying information to others or when setting work priorities to ensure efficient office workflow.

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

Instruction on the handling of sensitive matters or high profile issues or contacts - e.g., media, legislative, executive, or human resources matters. Any matter where there is not a clear policy, procedure, or practice.

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 efforts and environmental conditions are those consistent with an office setting and include sitting, standing, bending, reaching, and occasionally lifting physical files. Considerable time is spent using a laptop or personal computer and virtual soft phone with headset and reading or reviewing documents in print or electronic format.

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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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Central duties include drafting, serving, and notarizing legal documents, drafting and proofreading correspondence and notices and proofreading legal documents, scheduling hearings and meetings, receiving, securely transmitting, and processing privileged or confidential information and records, responding to telephone calls and written inquiries from the general public, parties to administrative proceedings, witnesses, board and commission members, and attorneys, and compiling and redacting public records in response to Freedom of Information Act requests and subpoenas.

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

Tasks assigned to the employee have become increasingly advanced and complex, particularly since the office transitioned from one that created and maintained paper complaint files and mostly served legal documents by U.S. Mail to one that exclusively creates and maintains electronic audit, complaint, and enforcement records and increasingly serves documents by email. Documents filed with the circuit court and the Michigan Office of Administrative Hearings and Rules now need to be reviewed for personal identifying information and redacted before they are filed via email or uploaded to MiFile. All requests for hearing and other documents that must be filed with the hearings office must be filed by email, and all hearings and meetings are being scheduled via teleconference or videoconference by default. As a result, a mastery of Adobe Pro, Microsoft Teams, SharePoint, and Accela-based databases are required to perform the essential functions of this position. In addition, this position requires a notary public appointment be maintained to notarize affidavits and certification documents. Preparing a document for service also requires a more extensive electronic search of the database and documents uploaded to the database to determine all known mailing addresses and email addresses.

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

The primary function of the work area is to initiate and oversee administrative enforcement actions and license application denials and ensure legal representation in administrative contested case hearings, the scheduling of and legal representation at compliance conferences, prehearing conferences, and hearings, and the drafting and issuance of agency orders, legal pleadings, and legal notices; coordination of work with the Department of Attorney General with respect to both administrative proceedings and court actions. The division also handles all requests for records, testimony, and information received under the Freedom of Information Act and via subpoena. Finally, the division tracks and analyzes proposed legislation and assists in drafting and promulgating administrative rules. The position provides technician services for division activities, acts as a liaison between various personnel, and coordinates communications and office activities.

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, skills and abilities as defined in the job specification.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Notary public appointment or candidates with past notary appointment preferred. Certain positions may require a criminal history background check.

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.

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