

**State of Michigan
Civil Service Commission**

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

Position Code

1. LIBASTEA28R

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 DOC-COOPER STREET FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Library Assistant-E	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor SLAGTER, PAUL J; STATE DEPUTY WARDEN-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HILL-FLOYD, MICHELLE L; SENIOR EXECUTIVE WARDEN	13. Work Location (City and Address)/Hours of Work 3100 COOPER ST; JACKSON, MI 49201 / TUE/WED/THUR 12:00 - 2030; FRI/SAT 0800 - 1630

14. General Summary of Function/Purpose of Position

This position will be located within the secure perimeter on a full-time basis and will have face-to-face contact with prisoners on a daily basis. Prepares library call-outs and ensures that library services are provided to prisoners in accordance with MDOC policy and procedure. Instructs workers in library techniques, monitors prisoner use of ELL computers in Law Library, and assists prisoners with their library needs.

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: 45

Providing day to day operations for library services at the Cooper Street Correctional Facility

Individual tasks related to the duty:

- Provide answers concerning library or photocopy services.
- Interview prisoners on indigent status for photocopy service and indigent supplies.
- Process and approve magazine and book orders requested by prisoners.
- Retrieves, shelves and distributes books and other materials.
- Inventory legal and recreational library material
- Checks out and receives materials from prisoners.
- Provides information requested in person, over the telephone, in writing or by e-mail.
- Prepares materials for use, including stamping documents and writing call numbers on these materials.
- Sets up and operates library equipment and accessories.
- Monitors prisoner use of ELL computers in Law Library.
- Performs informal counts of library users.
- Reports prisoner absentees to custody staff and takes disciplinary action to hold prisoners accountable for misconduct.
- Supervises prisoner clerks to ensure their jobs are done correctly.
- Cross checks call out sheets for conflicts.
- Locks library doors, cabinets and desks at the end of each library period.
- Secures personal and work keys against loss and theft.
- Performs other monitoring and security tasks as assigned.

Duty 2

General Summary:

Percentage: 30

Use of personal computer to prepare reports, correspondence, entering and retrieving information. File and sort documents including correspondences, memos, procurement orders, prisoner communications and other paperwork

Individual tasks related to the duty:

- Directs prisoners to research material appropriate to their requests.
- Logs, disburses and recovers interloan requests.
- Assists prisoners in completing copy requests.
- Assists in surveying prisoner library needs.
- Writing Notice of Intents to retrieve stolen/overdue library materials.
- Processing and entering prisoner callouts using the Departments Computer Database.
- Performs informal counts of library users.
- Assisting in the investigating and preparing of 1st step response for prisoner grievances.
- Cataloging books
- Record retention of all legal documents for required number of years.
- Completes monthly statistical reports for library usage
- Sorts and files documents and correspondence.
- Operate the office computer and library telephone.
- Performs other duties as assigned

Duty 3

General Summary:

Percentage: 12

Provide access to the courts for prisoners at Cooper Street Correctional Facility.

Individual tasks related to the duty:

- Process confidential photocopy requests for litigation in court as approved in MDOC policy.
- Provide Notary services.
- Screen and approve/disapprove prisoner's requesting legal writer services.
- Answer questions and provide guidance to prisoners using the library.

Duty 4**General Summary:****Percentage: 5**

Provide services to special populations.

Individual tasks related to the duty:

- Provide and document services for the deaf and hard of hearing and other prisoners with an approved ADA Accommodation.
- Provide other services to special populations as assigned.

Duty 5**General Summary:****Percentage: 5**

Develop and maintain library collections.

Individual tasks related to the duty:

- Suggest and/or select new material.
- Assist in wrighting procurements to PBF for new book funding.
- Assist in cataloging materials for electronic card catalog
- Assist with keeping the current the general library collection current.
- Take the appropriate steps in recovering lost library materials.
- Send overdue notices to prisoners.
- Provide interloan services.
- Empty book drop.
- Oversee shelf reading.
- Perform other collection development tasks as assigned.

Duty 6**General Summary:****Percentage: 3**

Photocopy legal material for prisoners and library.

Individual tasks related to the duty:

- Photocopy legal copies for indigent prisoners.
- Check prisoner accounts prior to making photocopies.
- Approve and disapprove copies based on content.
- Print legal materials from the Electronic Law Library as approved.
- Makes photocopies of approved materials for prisoners upon request in accordance with MDOC policy.

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

Handles limited emergencies in the absence of the Librarian.

Makes special arrangements for prisoners to obtain extra library time as approved by MDOC policy.

Processing library call-outs.

Answering access to the court questions.

Approve book and magazine orders

Answer staff questions about library operations and access to the court.

Processes photocopy requests.

Ability to prioritize and utilize time management.

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

All requisitions made for supplies and library material.

Any decisions requiring major interpretation of policy or procedure.

Schedule changes or variations from schedule.

Complex photocopy issues.

Denial of any library services.

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.

Standing, sitting, walking, lifting crates and boxes of books.

Carrying mail bags and boxes.

Pulling, pushing carts to special population groups. Walking, kneeling, carrying and reaching, traversing yard several times a day. Stair climbing, may be prolonged standing or sitting. Environment conditions may include cold weather, raining and/or snow conditions. Many of these circumstances occur on a daily basis, some seasonally.

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):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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?

Providing the prisoner population to access to the courts as defined by MDOC Policy and Procedure.

Providing information about library operations and functions to prisoners, staff and Administration.

Knowledge of library issues and the Librarians projects and all aspects of library functions.

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

"new position"

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

Providing prisoner services and meeting legal mandates.

Law library meets Federal and State mandates for provision of legal resources.

To see that general library provides educational and other reading resources.

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:

Library Assistant 5

No specific type or amount is required.

Library Assistant 6

One year of experience equivalent to a Library Assistant 5.

Library Assistant E7

Two years of experience equivalent to a Library Assistant, including one year equivalent to a Library Assistant 6.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to make decisions that follow policy, procedure and library practice. Ability to maintain order with prisoners. Ability to assign Dewey decimal numbers. Ability to file following Ala Rules. Ability to maintain records, prepare reports and correspondence related to work. Computer literacy helpful. Ability to communicate effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

NA

I certify that the entries on these pages are accurate and complete.

RAHIF ACHOUR

Appointing Authority

1/26/2026

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