

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. STUDASTE

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Office of Administrative Hearings and Rules
<b>4. Civil Service Position Code Description</b> Student Assistant-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Law Student Assistant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> PASCOE, DEE J; ADMIN LAW ADMINISTRATOR-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SONNEBORN, SUZANNE D; ADMIN LAW ADMINISTRATOR-3	<b>13. Work Location (City and Address)/Hours of Work</b> 611 West Ottawa, Lansing, MI 48909 / Hours agreed upon by supervisor

**14. General Summary of Function/Purpose of Position**

This position assists the Michigan Office of Administrative Hearings and Rules (MOAHR) in a variety of legal support related activities. This student assistant position performs work under close and immediate supervision.

**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: 35**

In learning capacity and under close supervision. This position performs a variety of legal support and office activities under close supervision.

**Individual tasks related to the duty:**

- Perform general research under the guidance of the supervisor.
- Gather and record information and statistical data and assist in the preparation of various reports of the agency.
- Compile data for various projects and reports.

**Duty 2**

**General Summary:**

**Percentage: 30**

Conduct legal research online and in law library as assigned.

**Individual tasks related to the duty:**

- Use of Westlaw/Lexis computer databases for legal research.
- Research in state law library and MOAHR law library.
- Review administrative agency decisions for precedential or comparison purposes.
- Draft memoranda of law as requested on legal issues.

**Duty 3**

**General Summary:**

**Percentage: 20**

Draft default decisions and orders.

**Individual tasks related to the duty:**

- Prepare rough draft of decisions when party has defaulted for Administrative Law Judge (ALJ) review and approval.
- Prepare draft orders as needed.
- Organize case record documents, such as voluminous exhibits, for ALJ review and listing in decisions.

**Duty 4**

**General Summary:**

**Percentage: 15**

This position may be required to attend meetings and assist MOAHR in assignments related to those meetings.

**Individual tasks related to the duty:**

- Drafting an agenda and minutes under the supervision of the supervisor for various meetings and conferences.
- Assist on special studies and projects.

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

This is a student assistant position with work assignments closely reviewed and monitored by the supervisor.

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

The student assistant is supervised closely under well-defined guidelines and specific assignments. The assignments and tasks are reviewed while in progress by the supervisor.

**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.**

The physical general office environment includes work at a desk and move around the work area, and lifting light to medium weights. The incumbent may be required to deliver and pick up materials from off-site locations and offices as needed.

**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):**

Complete and sign service ratings.

Assign work.

N		N	
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.

23. What are the essential functions of this position?

This position assists the Michigan Office of Administrative Hearings and Rules (MOAHR) in a variety of legal support related activities. This student assistant position performs work under close and immediate supervision.

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 Michigan Office of Administrative Hearings and Rules is a centralized hearings agency that conducts contested case hearings and mediations under a wide variety of statutory frameworks. This position assists the agency in various office related activities and duties.

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

**EDUCATION:**

Current enrollment in a high school, a vocational or technical school, or post-secondary educational institution.

Preferred Education: Law school or paralegal school.

**EXPERIENCE:**

No specific amount or type is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have working knowledge of computer systems and applications, including Westlaw/Lexis, knowledge of general office procedures, filing systems, and record keeping, and knowledge of correct English usage, spelling, and punctuation. Must possess the ability to operate standard office equipment, i.e., telephone, fax, copy machine; must be able to follow oral and written instructions, communicate effectively; and maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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