

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYAA61R

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Education
4. Civil Service Position Code Description SECRETARY-A	10. Division Educator Excellence, Career Technical Education, Special Education, and Administrative Law
5. Working Title (What the agency calls the position) Secretary 9	11. Section Office of Special Education
6. Name and Position Code Description of Direct Supervisor BALFOUR, ROXANNE S; DEPARTMENTAL MANAGER-4	12. Unit Resource for Blind/Low Vision and Deaf/Hard of Hearing
7. Name and Position Code Description of Second Level Supervisor MCINTYRE, REBECCA A; STATE ADMINISTRATIVE MANAGER-1-FZN	13. Work Location (City and Address)/Hours of Work 702 W Kalamazoo, Lansing, MI / M-F, 8 - 5

14. General Summary of Function/Purpose of Position

This position provides confidential clerical support and management assistant services to the supervisor of Low Incidence Outreach (LIO) as well as other LIO staff.

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: 50

Provide administrative support and management assistant services to the LIO supervisor.

Individual tasks related to the duty:

- Answer phone calls and relay messages as required.
- Schedule meetings requiring reservation of conference rooms or by reserving conference phone lines for meetings involving participants in remote locations. Securing interpreters as necessary.
- Process travel arrangements by completing Out of State Travel approval form, reserving hotel rooms and ground transportation, booking airline reservations, registering and paying for conferences.
- Minute-taking when interpreters are scheduled and during staff meetings.
- Proof and format documents created by supervisor.
- Prepare Department Request for Positions when hiring new staff and proof and format all paperwork needed for posting State of Michigan jobs. Complete applicant evaluation form upon interviewing new applicants.
- Send correspondence to LIO staff on behalf of supervisor in her absence.
- File confidential staff information and other documents as needed.
- Enters, retrieves, updates, verifies, and deletes information from electronic files
- Update supervisor on status of issues before scheduled meetings
- Assist in creating and revising forms and propose procedures, formats, and standards for office correspondence

Duty 2

General Summary:

Percentage: 15

Provide support with Human Resource requests such as new employees and contractors; process information technology items, support UPS activities, and maintain LIO computer inventory

Individual tasks related to the duty:

- Assist with paperwork necessary to post State of Michigan jobs on NeoGov.
- Audit payroll hour entries in DCDS.
- Audit State of Michigan travel reimbursements.
- Complete security access building and ID requests.
- Reconcile UPS shipment expenses.
- Process UPS payments.
- Maintain computer software inventory.

Duty 3

General Summary:

Percentage: 20

Provide administrative support to office staff and contracted staff

Individual tasks related to the duty:

- Proof read and format correspondents and documents created by staff
- Manage logistics of meetings for staff
- Manage logistics for workshops and classes
- Create and maintain filing systems both physical and electronic for activities at LIO
- Assist with record keeping and data collection on technical assistance requests
- Enter billings, orders, requisitions and non-state employee travel reimbursements on MAIN
- Responsible for Mail incoming/outgoing and distribution
- Assist with Camp Tuhsmeheeta correspondence
- Clean up data stored on shared drives.
- Attend Retention and Disposal meetings and discuss parameters for record retention of program records with staff

Duty 4

General Summary:

Percentage: 10

Coordinate Continuing Education Clock Hours (SCHECHs) and Academy for Certification of Vision Rehabilitation & Education Professionals (ACVREP) Continuing Education Hours.

Individual tasks related to the duty:

- Assist Consultants on upcoming trainings/workshops to prepare continuing education paperwork.
- Support and provide assistance to individuals receiving continuing education hours.
- Process and maintain all necessary paperwork, for SCHECHs and ACREP continuing education hours.
- Liaison to the Office of Special Education for information pertaining the SCHECH's.

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

Other duties as assigned

Individual tasks related to the duty:**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Perform audit of student enrichment scholarship applications. Visually impaired students are able to attend enrichment events that will enhance their education in daily living skills, core academic skills and socialization skills.

Answering supervisor's phone. Knowing when to forward the call to LIO staff with expertise to answer question and when to notify supervisor of call.

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

Approval of professional scholarship applications.

Approval of DCDS time and attendance.

Approval of amount of purchase requisitions for Braille transcription of student textbooks. These are split between index codes and need approval of amount to be encumbered for appropriate index code.

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.

Typing on a computer keyboard. Ability to sit for long periods of time. Occasionally carry (lightweight) signs to other floors in building announcing location of EIPA testing.

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"/> 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

23. What are the essential functions of this position?

The purpose of this position is to provide confidential clerical support and management assistant services to the supervisor of Low Incidence Outreach (LIO) as well as other LIO staff. Make travel arrangements (in state and out-of-state), set up meetings, and phone conferences for LIO. Audit DCDS for supervisor's approval. Process and maintain documentation for SCHECHs and ACREP continuing education hours.

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

The responsibilities that involved scheduling and supporting activities associated with American Sign Language Proficiency Interviews and Educational Interpreter Performance Assessment (EIPA) have been reassigned to other staff. Purchasing and recordkeeping duties that were performed by the secretary are now performed by the Departmental Analyst. The UPS payment and reconciliation process have been added back into the secretary's responsibility.

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

Michigan Department of Education-Low Incidence Outreach provides services/programs for students who are blind/visually impaired or deaf/and/or hard of hearing, their families, local school district personnel and community agencies who service the population of low incidence. It is essential to communicate well to the public and link to appropriate references when called upon to do so.

This position provides management assistant services to the supervisor of Low Incidence Outreach (LIO) as well as other LIO staff.

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:

Secretary 9

Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

OR

Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update transactions is an essential part of the work, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Microsoft Office software and working with databases.

Knowledge of operating various office machines.

Good phone and email communication skills.

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.

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