

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

Position Code 1. SECRTYAI81R
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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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description SECRETARY-A	10. Division Reentry Administration
5. Working Title (What the agency calls the position) Secretary-A	11. Section
6. Name and Position Code Description of Direct Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor KAMINSKI, KYLE D; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 206 E. Michigan Ave. Lansing, MI 48933 / Monday-Friday, 8:00am-5:00 pm

14. General Summary of Function/Purpose of Position

Secretary to the Education Section. Responsible for preparing and maintaining correspondence, records, files, screening, and appropriately routing telephone calls, scheduling meetings, maintaining calendars, and arranging travel. This position will take meeting minutes and prepare statistical charts, and be a timekeeper. This position requires a person who can provide knowledgeable and accurate information regarding the Education Section's policy and procedures to the public and other states. This person is also a liaison to staff and higher-level management, researching and preparing materials for managerial decisions and participating in other management assistance activities.

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

Perform secretarial and management assistance assignments for the Education Section. Prepares letters, memoranda, e-mail, reports, minutes of meetings, scientific or technical material, numerical data, charts, and forms from verbal or written instructions, dictating records, shorthand notes or other materials. Input and retrieve information from SIGMA.

Individual tasks related to the duty:

- Compose routine letters, email, memorandums and reports using knowledge of work area instructions and guidelines for appropriate signature.
- Take meeting minutes for all the Education meetings & workgroups in which the Education Manager Chairs.
- Prepare, copy, and assemble all training materials for training sessions for approximately all the MDOC prison school facilities which include MDOC School Principals, Career, and Technical Education Instructors, Academic and Special Ed teachers, Employment Counselors, Employment Readiness Instructors and School Secretaries.
- Prepare statistical reports, matrix reports, and various charts utilizing a variety of software, compile data from surveys, ensuring that presentation of information is clear, concise, accurate, and user friendly.
- Prepare, input and audit information into SIGMA.
- Transmit specific information or instructions among Education staff to ensure consistency, accuracy, and effectiveness of section activities.

Duty 2

General Summary:

Percentage: 30

Establish and maintain office files, logs or control information in connection with the Education Program.

Individual tasks related to the duty:

- Maintain Education statistical reports for all of the MDOC prisoners via Excel software application, monthly statistical chart, GED Completion chart; Education Planning chart; F2 Statistical report (monthly, yearly and averages for each fiscal year).
- Type new figures on monthly basis on all Education monthly statistical reports.
- Receive and screen incoming telephone calls, visitors and prioritize messages to relay.
- Schedule appointments, arrange meetings and conferences with all school staff statewide, and make travel arrangements for the Education Section Manager and Assistant Education Managers.
- Send and receive fax transmittal and e-mails to ensure timely notification.
- Explain appropriate work instructions to temporary workers and student assistants as required.
- Sort and distribute incoming/outgoing mail., including internal, inter-departmental, intra-departmental, and U.S. Mail.
- Maintain policy directives, operating procedures, Director's Office Memorandums manuals for up-to-date-material. Keep records current and follow-up on related information.
- Proofread and correct prepared materials for correct grammar, spelling, punctuation, letter format, completeness and content.
- Operate standard office equipment such as computer software packages, calculators, copies, facsimile machines, etc.

Duty 3

General Summary:

Percentage: 10

Coordinate the scheduling, notification, arrangements and agendas for Education Section training programs, special meetings and conference. Provide assistance in special projects as assigned.

Individual tasks related to the duty:

- Make arrangements for special training meetings for Education Section employees and MDOC School Principals. This includes arranging the meeting places and making appropriate reservations.
- Copy correspondence, training material and constructing material to distribute at meetings.
- Deliver and pick-up printer orders.

Duty 4

General Summary:

Percentage: 10

Maintain an efficient office according to accepted secretarial practices to maximize the position's effectiveness in providing support to the Education Section.

Individual tasks related to the duty:

- Inventory clerical supply stock in order to comply with work requests and instructions in a timely and efficient manner.
- Determine office supply needs and submit request when needed to replenish supplies.
- Notify appropriate staff when office equipment needs repair.
- Compile travel information.
- Attend training as required.
- Other duties as assigned.

Duty 5

General Summary:

Percentage: 10

Assist in monitoring student assistant activities, and other duties as assigned.

Individual tasks related to the duty:

- Orientate student with MDOC policies and procedures.
- Train student assistant on the use of general correspondence, computers, and databases.
- General Office duties.
- Type requisitions.
- Type training program, agendas, schedules and other information related to Education staff.
- Assemble, update training packets for MDOC Education Staff.
- Register training participants.

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

1. Prioritizing daily work assignments
2. Scheduling meetings within parameters set by Education Staff
3. Provide information requested by the Departmental Staff

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

Most work is done independently. Supervisor's review is needed for Education charts, statistical monthly report, GED, Vocational and Employment Readiness completion report, Requisitions, Education Steering Committee Reports that are to be distributed to executive level employees and Education Staff at facilities.

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.

1. Sitting at a desk or computer table to operate office equipment for several hours at a time-daily
2. Lifting of boxes and files

3. Going up and down stairs

4. Driving to training sites

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. |
| ☐ 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?

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

AA requesting to update position SECRTRYA181R, which is currently a vacant position, in accordance with MCSC Regulation 4.01. The essential duties of this position have not changed, the updates include adding two duties to Box 14, which are timekeeper and travel arrangement duties.

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

Manages the Education affairs for the Department. This position provides clerical support to the Education 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.

Preferred: Certified Professional Secretary (CPS).

EXPERIENCE:

Secretary 9

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Department policies and procedures is required. Must also possess knowledge of computers, related software, and other office machines. Experience in communicating with various personalities in a positive manner on the telephone. The ability to work with a range of people and disciplines.

**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.

CHANTAL VANATTA

5/19/2022

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