

**State of Michigan
Civil Service Commission**

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

Position Code

1. LGLSECE

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 ATY GNRL CENTRAL OFFICE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Consumer and Regulatory Enforcement Bureau
4. Civil Service Position Code Description Legal Secretary-E	10. Division Public Service Division
5. Working Title (What the agency calls the position) Legal Secretary 7/8	11. Section
6. Name and Position Code Description of Direct Supervisor SHEA, CHERIE A; DIVISION LEGAL SECRETARY SPV-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor HUGHEY, STEVEN D; ATTORNEY ADMINISTRATOR-3	13. Work Location (City and Address)/Hours of Work 7109 W. Saginaw Highway Lansing, MI / Monday -Friday: 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position will provide experienced legal secretary duties for the Public Service Division. Examples of such duties include: preparation of legal pleadings, briefs, letters and memoranda utilizing legal terminology, practices, procedures and formatting, preparation of appearances, notices, subpoenas, proofs of service, and maintaining litigation files. Further examples include inputting data into the Division and Department case management systems, serving as liaison between the Division attorneys and the Michigan Public Service Commission, docketing litigation case flow, maintaining hearing calendars, receiving and screening visitors and telephone calls.

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

Prepare legal documents and correspondence.

Individual tasks related to the duty:

- Type, format, proofread (for grammar, spelling, punctuation, format, syntax and content), archive, print and copy pleadings and related documents in accordance with applicable court rules for filing with various courts.
- Communicate with appropriate contacts (court personnel, opposing counsel or in pro per parties) to schedule hearings and appointments.
- Retrieve and print relevant information from Michigan Public Service Commission and Department of Attorney General systems.

Copy, scan, file with courts by the appropriate method (electronic, mail or in person).

Duty 2

General Summary:

Percentage: 40

Maintain files, calendar and litigation tracking for assigned cases.

Individual tasks related to the duty:

- Establish new case files and maintain case files using indices.
- Maintain and retrieve information from electronic litigation/assignment database (i.e. Agenda and/or Legal Files).
- Review all incoming mail and correspondence and note all urgent matters for assigned attorneys.
- Track pending litigation and maintain dockets for next action required on litigation files.
- Maintain calendar for assigned attorneys.

Close case files as designated by assigned attorneys.

Duty 3

General Summary:

Percentage: 20

Answering telephone calls, filing and miscellaneous duties.

Individual tasks related to the duty:

- Make travel arrangements.
- Prepare travel vouchers and car requisitions.
- Answer telephones and screen calls by directing callers to the appropriate individual, Division or Department or providing information personally when appropriate.

Other legal secretarial duties as assigned.

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

Prioritizing assignments; after training, determining whether information may be released to public or opposing counsel; determining due dates on various legal pleadings, answering inquiries or directing to appropriate personnel.

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

When clarification is needed for an unfamiliar or unique assignment, situation or procedure.

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.

Performance of job is typically done in sitting position, but occasionally requires stooping, balancing, kneeling, lifting, and carrying of boxes, files, and other materials. Performance will require extensive use of personal computer and a variety of standard office equipment.

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. |

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?

To provide legal secretarial duties including typing legal pleadings in appropriate format for the various federal, state and administrative forums in which the attorneys in the Division practice, ensuring that the appropriate exhibits, number of copies, service, filing and other court rule requirements are met. Additionally, the position requires maintaining files, electronic reporting systems and calendars. The individual is required to perform secretarial duties in a confidential manner that includes answering telephones, screening calls, scheduling conferences, meetings and court hearings and typing correspondence and memoranda. Regular in person attendance on assigned days is an essential function of this position.

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?

To serve as the legal division of the Department of Attorney General providing legal counsel and legal representation to the Michigan Public Service Commission. This position is a clerical support staff position assigned to assist in this representation.

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:

Language skills including: spelling; grammar; punctuation, etc. Typing skills and knowledge of personal computers, software programs, office equipment, office machines, practices and procedures. Ability to communicate effectively using discretion in giving out information and referring callers and visitors. Ability to transcribe documents from written, oral or computer generated formats. Knowledge of court rules/procedures and administrative hearing procedures. Ability to identify and utilize reference sources such as dictionaries, English usage guides, legal reference materials, procedure and computer manuals. Ability to perform mathematical calculations. Ability to follow complex instructions and to prioritize.

CERTIFICATES, LICENSES, REGISTRATIONS:

None is required, but it is helpful if the legal secretary is licensed as a Notary Public.

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.

None.

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

HANNAH KOENIGSKNECHT

Appointing Authority

9/12/2024

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