

Position Code STUDASTE70R

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Corrections
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Correctional Facilities Administration
4. Civil Service Position Code Description	10. Division
Student Assistant	Central Records Section
5. Working Title (What the agency calls the position)	11. Section
Student Assistant	Records
6. Name and Position Code Description of Direct Supervisor	12. Unit
D. Bemister Department Supervisor 10	Records Maintenance
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
A. Schnell, Departmental Administrator 14	206 E. Michigan, Lansing, MI 48933 8:00 a.m. – 5:00 p.m. Monday-Friday

14. General Summary of Function/Purpose of Position

This position assists Records Maintenance staff with the duties to accurately and efficiently maintain active Central Office prisoner records; adding new commitment files to the file tracking system; sort and file large volumes of file material; track file movement; assist other users in locating files when necessary; retrieve and distribute requested prisoner files for users throughout the building. This position also functions as back-up for Record Storage, Records Discharges, and the Mail Room when necessary.

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 of Duty 1 % of Time 40

Sort and file incoming daily material for prisoner files

Individual tasks related to the duty.

- Retrieve incoming material from the Mail Room and designated locations throughout the building.
- Accurately sort material into terminal digit order and place on filing shelves according to numbers.
- File sorted material into appropriate prisoner files comparing prisoner prefix, number, and name to ensure accuracy.

Duty 2

General Summary of Duty 2 % of Time 20

Assist with retrieving and delivering requested prisoner files to all bureaus and divisions within the Grandview Plaza Building.

Individual tasks related to the duty.

- Pull and deliver files from shelves listed on daily delivery reports produced by GOA.
- Scan electronic barcode files with electronic scanners to designated name and location.
- Verify information is downloaded accurately.
- Retrieve files from designated locations.

Duty 3

General Summary of Duty 3

% of Time 20

Assist with re-filing prisoner files back on the shelves when returned to Record Maintenance area.

Individual tasks related to the duty.

- Ensure all material inside returned files is securely fastened.
- Sort returned files into terminal digit order using file carts to transport to appropriate file location.
- Scan electronic barcode files with electronic scanners to designated name and location.
- Place files in appropriate filing location.

Duty 4

General Summary of Duty 4

% of Time 10

Assist with processing new commitment files through the Ultra file record tracking system.

Individual tasks related to the duty.

- Retrieve new prisoner commit files from the Mail Room or from Department Specialist.
- Accurately enter prisoner identification information into the record tracking system.
- Print labels and affix to prisoner files.

Duty 5

General Summary of Duty 5

% of Time 5

Processes discharged Central Office files.

Individual tasks related to the duty.

- Enters the discharged file list provided by supervisor into Ultra file.
- Assembles boxes for discharged files.
- Pulls the files which are located in records.
- Assigns a box number to each file.

Duty 6

General Summary of Duty 6

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

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

May be responsible for prioritizing tasks.

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

When unsure about priorities. When unsure about documentation to be filed in prisoner files or when equipment is not working properly.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standing, walking, bending, reaching, stooping, lifting. Pushing carts of files that weigh up to 40 pound or more. Transporting boxes of files that weigh up to 40 pounds. This is a production-oriented position with a large volume of paperwork and/or files to be distributed. The majority of each day is spent standing, walking, lifting, bending, reaching, and pushing carts of files throughout the building.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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?

Pushing carts of files that weigh up to 40 pounds or more throughout the building. Transporting boxes of files that weigh up to 40 pounds. The majority of each day is spent standing, walking, lifting, bending, stooping and reaching. This position is a production-oriented position with a large volume of paperwork and/or files to be distributed and filed. It requires teamwork, accuracy, good time management, efficient and timely processing of designated tasks. To provide assistance to staff throughout the building with regards to this unit.

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

n/a

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

The function of this unit is to serve as a department-wide focal point for Central Office prisoner records management.

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

EDUCATION:

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

EXPERIENCE:

No specific type or amount is required. Some general office experience preferred; familiarity with keyboard and microcomputers helpful.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of terminal digit and straight numeric filing helpful but not essential. Ability to follow instructions, work as part of a team, communicate well with others, follow chain of command and be flexible when priorities and procedures change as the needs of the Department change.

CERTIFICATES, LICENSES, REGISTRATIONS:

The student must provide evidence of enrollment or acceptance to an educational institution.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.