

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

<b>Position Code</b> 1. SECRTYAK95R
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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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-HURON VALLEY CORR COMPLEX
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Health Care Services
<b>4. Civil Service Position Code Description</b> SECRETARY-A	<b>10. Division</b> Mental Health Services
<b>5. Working Title (What the agency calls the position)</b> Re-Entry and Support Services Secretary	<b>11. Section</b> Prisoner Re-Entry/Support Services
<b>6. Name and Position Code Description of Direct Supervisor</b> JOHNSON, GREG; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MAJERCZYK, BRIAN; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 3201 Bemis Rd., Ypsilanti, MI 48197 / M-F 8:00 A.M. - 4:30 P.M.

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

Provide senior secretarial and administrative support to the Mental Health Prisoner Re-entry and Support Services program director and staff. Duties include preparing and organizing correspondence, reports and materials for the program director; coordinating program director's meeting schedule, attending meetings as needed and taking and transcribing minutes; assists program director and staff in organizing and coordinating required materials, including treatment team submissions, review of standards, preparation of status reports, assistance with compilation of audit results, preparation and dissemination of final audit reports; assists program director and staff with re-entry program responsibilities, including information flow, filing and tracking of probate court orders, data collection and entry, and preparation of reports. Acts as timekeeper for department; provides back-up to Mental Health Services Director's secretary. Files petitions in probate courts throughout the state; follows up with court paperwork distributing to facilities and prisoners and maintains database. Completes other assignments as requested by the Assistant Mental Health Director or Mental Health Services Director.

**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**

Provide secretarial and administrative support to the Prisoner Re-entry and Support Services program director utilizing a computer, word processor, scanner/fax/copier, etc.

**Individual tasks related to the duty:**

- Prepare and organize correspondence, reports and materials for the program director.
- Coordinate meeting schedule and due dates for program director, attend meetings, take minutes.
- Request information from treatment teams for periodic reports; provides information to treatment teams following approval by program director and MHS director.
- Maintains and coordinates central data base on PA 252 orders and renewals, and notifies teams when orders are due to expire as well as process prisoner appeals of PA 252 orders.
- Assists in the preparation of reports, charts, documents and other correspondence.
- Review/audit payroll bi-weekly making changes/corrections as needed. Acts as backup timekeeper for other areas as required.
- Monitor staffs training for year. Maintain record of same; report to supervisor when staffs' training is insufficient.
- Prepare interview packets, position descriptions, performance evaluations, disciplinary reprimands, and other personnel records/documents as required by the program director, always maintaining confidentiality.
- Maintain required computer program user ids and passwords. Acquire user ids and passwords for department staff.
- Maintain calendar of vacation, annual, and sick leave requests for department staff.
- Determines needs and orders office supplies, equipment through appropriate channels.
- Locates and reviews pertinent information from files, electronic medical record, management information systems and prepares summary of content for program director and staff.
- Serves as liaison between management and staff by transmitting information, explaining appropriate work instructions, making and following up on assignments on behalf of the program director.
- Review incoming correspondence and reports, screening those items that can be handled personally, and forwarding the rest to management and staff.
- Assist in creating and revising forms, procedures, formats and standards.
- Assist telepsychiatry and prisoner re-entry with tele-med equipment; requesting repairs as needed.

**Duty 2****General Summary:****Percentage: 35**

Assist and support program director and staff with mental health prisoner re-entry duties.

**Individual tasks related to the duty:**

- Coordinate and file probate court petitions and clinical certificates as needed to assist program staff.
- Coordinate video conference arrangements with MDOC WRIT and other facilities to schedule remote probate court hearings.
- Distributes court paperwork to facilities and prisoners.
- Serves as liaison between MDOC and probate courts; follows up on hearing dates and court orders.
- Maintains database containing court filing information including filing dates, types of orders and where hearings are being held.

**Duty 3****General Summary:****Percentage: 20**

Assists director and program staff in organizing and coordinating required materials to maintain performance standards.

**Individual tasks related to the duty:**

- Work with program staff to ensure timely completion and submission of required materials from treatment teams.
- Assist in and support review of standards compliance by treatment teams and program, and prepare periodic status reports.
- Develop data bases as needed to document staff and team preparation including trainings, clinical documentation and the like.
- Assist medical records and analysts in compilation of audit data and dissemination of results following approval by MHS director.
- Assist in revisions and updating of strategic plan, cultural competency plan, and accessibility plan.
- Assist treatment teams in ensuring that recommendations regarding personnel/HR performance assessments are updated and complete.

**Duty 4****General Summary:****Percentage: 10**

Completes all mandated MDOC training and 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.

Prioritizing workload based on operational needs and deadlines. All duties described herein are generally performed independently without direct oversight of the supervisor. In the absence of the supervisor, determines most appropriate individual to refer inquires to if unable to answer questions or provide solutions and/or cannot wait until supervisor's return. Determines appropriate format for written material and prioritization of workload, based on MHS mission, vision and goals.

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

Requests for leave, administrative leave, and equipment purchases require supervisor approval. Correspondence or reports requiring a signature; approval of staff time and attendance reports; approval of purchase orders and/or decision that involve large expenditures. Final approval for implementation of newly developed systems.

**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.**

This position requires sitting at a desk for prolonged periods of time. Eye and wrist strain are possible from computer use. Some lifting, bending and carrying. This position will have very limited prisoner contact.

**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 essential duties of this position are to serve as the management assistant to AMHD and the staff of the mental health prisoner reentry and support services. The major emphasis is providing information, interpreting the supervisor's point of view, knowledge of policies, procedures and protocols, and answering phones, questions, e-mails. Must be well versed in use of computer, telephone, OMNI, DAS, COMS, SIGMA, TEAMS, RADAR, ITRAC, must be able to compose, type, edit correspondence, and be able to present a calm, professional demeanor. In general, this position's responsibility is to coordinate and to ensure a smooth flow of information to and from the Assistant Mental Health Director's office and implementation of directions given to all mental health professionals within the department.

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

There are no changes since the position was last reviewed. Updating PD for PARIS.

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

The function of the work area is to oversee and coordinate the quality management efforts within Mental Health Services system, and to implement and oversee mental health prisoner reentry program requirements. This position will provide secretarial and management assistance support to each of these program areas.

**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 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 office practices, procedures, and computer software programs. Knowledge of correct English usage and grammar. Knowledge of the organization and composition of letters, minutes, reports, charts, and spreadsheets. Skill in typing from clear copy at a rate of 40 net words per minute. Ability to follow, apply, interpret, and explain instructions and/or guidelines. Ability to determine work priorities. Ability to make decisions and take appropriate actions. Ability to meet schedules and deadlines of the work area. Ability to perform mathematical calculations. Ability to communicate effectively. Ability to compose routine correspondence and reports. Ability to type. Ability to operate standard office equipment. Knowledge of the supervisor's point of view and priorities. Knowledge of organization, work flow, Mental Health Professional forms, and procedures. Knowledge of the use and make up of forms. Ability to coordinate work of numerous units. Ability to abstract and present significant facts from data. Ability to interpret and apply complex rules, regulations, policies, and procedures. Ability to analyze and assess services and operations for quality, efficiency, and effectiveness and to make recommendations for improvements.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*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.

No current PD in PARIS or Filenet - request is to have a current PD on file.

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

SEAN COLEMAN

\_\_\_\_\_  
Appointing Authority

8/12/2025

\_\_\_\_\_  
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