

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

Position Code

1. GNOFASTE

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) Executive
4. Civil Service Position Code Description General Office Assistant-E	10. Division Offender Success Administration
5. Working Title (What the agency calls the position) Parole Release Unit Office Assistant	11. Section Program Development
6. Name and Position Code Description of Direct Supervisor HUNT, JAY L; DEPARTMENTAL MANAGER-3	12. Unit Parole Release
7. Name and Position Code Description of Second Level Supervisor WARD, ROBERT; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position assists in the daily support activities of the Parole Release Unit and assists staff to complete assignments. This position provides assistance with general office duties in the Parole Release Unit including routing and distributing file material, mailing notices to prosecutors and crime victims, answering phone calls, replying to emails from the public, copying, filing paperwork, scanning, data entry, and auditing, etc. This position performs and assists with special projects as assigned by the PRU manager.

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: 45

Provide assistance with copying, answering phones, retrieving files, and maintaining records of required documentation to Parole Release Unit staff. The PRU GOA assists with distributing files to the Parole Release Unit Staff, runs daily Crime Victims Reports, processes outgoing mail with postage to prosecutors, crime victims and make entries into the Departments Computerized Databases (COMS, OMS, CVSU) or as directed by the PRU Manager.

Individual tasks related to the duty:

- Ensure required monthly reports are received from staff.
- Compiles, scans and distributes documents for pre-parole investigation and Interstate Compact Transfer Requests
- Complete Daily Quality Assurance audits of crime victim letters
- Generate and distribute Dailly Crime Victim Unit Reports.
- Support the maintenance of databases that track parole processing, RSAPP, SAI, HYTA and HSCR-Medical and Mental Health paroles and release.
- Places Notice of Decisions in envelopes, places proper postage on develops and places in the USPS mailbox.
- Processes all outgoing Crime Victim Letters to registered victims by placing proper postage and placing in USPS Mailbox

Duty 2

General Summary:

Percentage: 30

The PRU GOA will assist with the filing of paperwork to Central Office files and also assist with filing of miscellaneous paperwork. Other filing is complete, as directed by the PRU Manager.

Individual tasks related to the duty:

- Appropriately routing and filing paperwork including an understanding of confidential documents.
- Locate files using the appropriate file tracking system.
- Assists other areas of the Parole Release Unit when requested with document preparation and filing.

Duty 3

General Summary:

Percentage: 10

The PRU GOA assists with the tracking and entry of data in various databases and provides reports as needed.

Individual tasks related to the duty:

- Support the maintenance of databases that track parole processing, RSAPP, SAI, HYTA and HSCR-Medical and Mental Health paroles and releases.
- Maintain organization, accuracy and quality of data entry.

Duty 4

General Summary:

Percentage: 15

The PRU GOA assists with other tasks in the Parole Release Unit as assigned by the immediate supervisor.

Individual tasks related to the duty:

- Assists the PRU Manager with special projects and assignments
- Other duties as assigned.

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

None

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

All work is assigned and the responsibility of the direct supervisor.

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.

The position requires periods of sitting, reading and word processing. File materials must be moved between areas, but the job does not require heaving lifting. The position is occupied indoors, in a general office setting, during regular business hours, Monday through Friday. Occasional bending, stooping and lifting of files.

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?

The PRU GOA assists with the file material scanning, email, and distribution of paperwork to increase the overall efficiency and to allow full-time staff to focus on higher level work duties.

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

New establishment

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

The Parole Release Unit coordinates and schedules the release of prisoners whom the Parole Board has approved release on parole. The PRU GOA assists staff with general office duties, data entry, and quality assurance.

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:

General Office Assistant 5

No specific type or amount of experience is required.

General Office Assistant 6

One year of administrative support experience.

General Office Assistant E7

Two years of administrative support experience, including one year equivalent to the intermediate level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic customer service skills

Basic computer skills

Good phone skills

Good written and verbal communication

Must be able to work effectively in a variety of settings and work groups.

Must be flexible and be able to work effectively in a fast-paced and ever-changing work environment.

Must be able to work independently and be very attentive to detail.

**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.

N/A

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

KATLYN SAYLOR

5/7/2025

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