

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

<b>Position Code</b> 1. EXECSC1AC67N
---

## 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> TREASURY CENTRAL PAYROLL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> LOCAL GOVERNMENT AND SCHOOL SERVICES
<b>4. Civil Service Position Code Description</b> EXECUTIVE SECRETARY-1A	<b>10. Division</b> ADMINISTRATION
<b>5. Working Title (What the agency calls the position)</b> EXECUTIVE ASSISTANT	<b>11. Section</b> ADMINISTRATION
<b>6. Name and Position Code Description of Direct Supervisor</b> STECKELBERG, LARRY J; STATE BUREAU ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SMITH, KEVIN A; DEPUTY TREASURER	<b>13. Work Location (City and Address)/Hours of Work</b> 430 W. ALLEGAN, LANSING MI / MONDAY - FRIDAY, 8 AM TO 5 PM
<b>14. General Summary of Function/Purpose of Position</b>  Position will provide executive, administrative and secretarial support to the Bureau Director of the Bureau of Local Government and School Services. The position will perform a variety of tasks which are highly confidential and sensitive in nature. Other responsibilities include serving as back-up coordinator for Human Resource functions and serving as a liaison to other agencies and executive staff. Performs data input and form creation. Liaison between Division staff, Administrators, Bureau Director and Treasury in-house agencies.	

**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 executive administrative support functions that may involve highly confidential and/or sensitive matters. Coordinate office activities and Bureau Director's workload and manage the Bureau Director's schedule and calendar. Coordinate meetings with outside agencies and the Bureau Director and/or the Bureau Director's staff. Coordinate meetings and provide support for the State Treasurer's office when the Bureau Director is acting on the Treasurer's behalf or attending meetings in his/her absence.

**Individual tasks related to the duty:**

- Research, compile, and prepare confidential and sensitive documents, and brief the Bureau Director regarding contents. Place, receive, screen, and route telephone calls. Type, proofread, and edit documents. Duplicate and distribute material.
- Determine information to be placed in correspondence and reports. Obtain authorized signatures, complete and route appropriate department forms. Design, update, and maintain databases and shared Bureau electronic folders. Efficiently handle multiple tasks while maintaining a high attention to detail.
- Receives and screens incoming calls and visitors, determines which are priority matters and alerts the Bureau Director and staff accordingly. Makes referrals to appropriate staff or provides requested information.
- Schedule conference rooms and arrange for equipment and supplies. Provide Bureau Director with recommendations when it is necessary to order office equipment.
- Serve as resource for video conferencing equipment and meeting setup.
- Correspond with local government officials and members of outside agencies; greet visitors; coordinate Bureau Director's activities.
- Give direction and answer inquiries for inside and outside customers, requiring extensive knowledge of the Bureau Director's viewpoints and the overall mission of the Bureau and the Department of Treasury.
- Extensive knowledge of departmental policies, procedures, and organizational relationships within the Department of Treasury. Give and receive factual information such as specific statements on procedures or policy. Give and receive information requiring interpretation of instructions, procedures, or past practices and policies.
- Recommend changes in office procedures, forms and equipment to improve efficiencies of internal office operations.
- Prepares schedules and agendas, notifies involved parties and makes related travel arrangements.
- Prepare travel forms, receive authorized signatures, and route forms according to adopted procedures.
- Submits necessary travel documentation for reports and reimbursement.
- Brief and updates Bureau Director on status of issues before meetings and collects and compiles materials.
- Attend select meetings as representative of the Bureau Director.
- Relay Bureau Director's assignments to staff members and follow-up on progress.
- Manage all Bureau staff shared electronic file folders.

**Duty 2**

**General Summary:**

**Percentage: 25**

Type reports, letters, memoranda, and budget documents. Establish, purge, and maintain the administrative files of the Bureau's Administrative Office. Compose and type replies for correspondence independently or as directed by the Bureau Director for the Bureau Director's, Deputy State Treasurers', or State Treasurer's signature.

**Individual tasks related to the duty:**

- Type, proofread, and edit materials for Bureau Director's, State Treasurer's, or Legislator's and other individuals' signatures. Establish and maintain filing and record management system. Develop and update needed databases.
- Read and screen correspondence and reports; organize and assess importance of documents; handle some matters personally, and forward appropriate materials to the Bureau Director and/or the Bureau Director's staff.
- Compose, type, and proof letters for grammar, spelling, format and content. Obtain appropriate signatures. Act as liaison between Treasurer's staff and Bureau Director's staff. Create and maintain related database. Follow-up on documents sent to Bureau Director's staff and maintain appropriate timeframe for reply.
- Reviews, edits and proofreads documents and correspondence prepared for the Bureau Director. Attend meetings and take minutes. Summaries or condensed materials, speeches and meeting minutes.
- Read and route urgent and high-level correspondence, information, documents, and special assignments to appropriate administrative staff.

**Duty 3**

**General Summary:**

**Percentage: 15**

Back up to the Human Resources Coordinator for the Bureau of Local Government and School Services.

**Individual tasks related to the duty:**

- Work with Human Resources Liaison to complete personnel transactions, including recruiting and filling vacancies; process transfers and termination paperwork; work with managers to coordinate compilation of essential information necessary for personnel decisions.

- Maintain personnel records for the Bureau. Use and maintain computer databases to record data on personnel activities. Assist managers and coordinate with Human Resources liaison processing of hiring actions, including complying with Human Resources Division and Civil Service requirements for appointments to vacancies, including posting positions, providing full documentation at completion of hiring processes.
- Adapt position descriptions as directed by management, complete paperwork for personnel transactions, maintain record of pending and completed personnel transactions. Research, collect, consolidate and maintain personnel data necessary to meet Bureau goals. Prepare reports and correspondence related to personnel activities within the Bureau.
- Serve as a Resource person for Human Resource systems for Bureau personnel.

**Duty 4**

**General Summary:**

**Percentage: 10**

Serves as liaison to other agencies and executive assistants. Documentation coordinator for the Bureau of Local Government and School Services.

**Individual tasks related to the duty:**

- Serves as the liaison to the State Treasurer's Office and other agency executive assistants.
- Review current procedures and make recommendations for improvements.
- Maintain documentation of bureau-wide policies and procedures and convey new procedures to staff.
- Serves as a liaison between Bureau Director and executive staff, transmitting devices, instructions and assignments and following up on progress.

**Duty 5**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Participate in and coordinate office teams, committees, or task forces.
- Compile and maintain records, statistical information, and reports.
- Type and distribute itinerary, agenda, and minutes.
- Maintain appropriate files and databases.
- Serve as Security Liaison.

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

To alleviate interrupting the Bureau Director, decide when and where to schedule meetings and conference calls for the Bureau Director's attendance; assign some work directly to administrators within the Bureau; assist Bureau staff with needed documents or verbal information and guidance; create and organize files, binders, databases, and spreadsheets. Refer callers to appropriate resources in State government when information is not obtainable in the Bureau or the Department. Determine appropriate formats for typing reports, agendas, and minutes. Provide advice to Bureau personnel regarding the Bureau Director's viewpoint on procedural matters.

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

Changes in policies and procedures, HR decisions, and budgeting decisions. When determining priority of several rush jobs.

**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.**

Physical effort and environmental conditions are consistent with those in a normal business office operation. These include sitting and utilizing a personal computer for long periods of time, filing, and faxing documents.

**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):

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | 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?

Provide executive administrative and secretarial support to the Bureau Director.

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

Updating for recruitment purposes. The tasks have been revised to reflect the actual tasks performed on the job. All previous tasks pertaining to the RTAB have been removed.

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 administer the department-wide policies, procedures, human resources and budgeting process of the Bureau's divisions. Assists the Treasurer in policymaking. Acts on behalf of the State Treasurer, Chief Deputy Treasurer and other Deputy State Treasurers in their absence. This position serves as a backup HR coordinator for the Bureau. This position provides administrative assistance to the Bureau Director in these functions.

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:**

**Executive Secretary 11**

Six years of office experience involving administrative support practices, including three years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; two years equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9; or, one year equivalent to a Division Head Legal Secretary 10 or Executive Secretary E10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of operating a computer and various software; grammar, spelling, & punctuation; filing systems; and general office procedures and organization.
- Extensive knowledge of the overall mission of the Department and the Bureau Director's viewpoint, and the ability to communicate that to others.
- Ability to make decisions where precedents are not established or immediate guidance is not available, and take necessary action.
- Ability to follow complex instructions and carry out directions.
- Ability to compose and type letters, reports, spreadsheets, and databases.
- Ability to use diplomacy, discretion, and judgment in giving information and referring callers.
- Ability to keep certain sensitive matters entirely confidential.

**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.***

SALLY VAN VYVE

10/23/2025

\_\_\_\_\_  
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