

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 CIVIL SERVICE COMMISSION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Civil Service Commission
4. Civil Service Position Code Description General Office Assistant-E	10. Division
5. Working Title (What the agency calls the position) General Office Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor PUNG, AMY M; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor GNODTKE, JOHN W; SENIOR DIRECTOR	13. Work Location (City and Address)/Hours of Work 400 S PINE ST; LANSING, MI 48933 / 40
14. General Summary of Function/Purpose of Position This position is responsible for general office duties for MCSC's Financial and Administrative Services Team. The responsibilities of this position are, but not limited to: handling incoming and outgoing mail for MCSC Central Office; scanning, printing, and processing correspondence for MIHR, DMO, EBD, OCSC, and BDAS; invoice processing; and conference room management. This position will also assist with Capital Commons Center building administration and facility support.	

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**

Responsible for scanning incoming correspondence for MIHR, DMO and EBD to shared mailboxes. Also responsible for printing, organizing, and assembling outgoing correspondence for MIHR, DMO, EBD, OCSC, and BDAS.

Individual tasks related to the duty:

- Reviewing and scanning all incoming correspondence received for MIHR, DMO, and EBD and send to shared mailboxes.
- Print, organize, and assemble outgoing correspondence for MIHR, DMO, EBD, BDAS security letters, and CSC sanction letters.
- Handle incoming checks and cash receipts logs for MIHR and EBD.

Duty 2

General Summary: **Percentage: 20**

Responsible for initiating invoice processing for MCSC (not including SSGI).

Individual tasks related to the duty:

- Receives invoices and obtains required internal authorizations.
- Creates payment sheet and sends to MCSC accountant for review and then either sends on to DTMB Financial Services for payment processing in SIGMA, starts payment process in SIGMA with a receiver, or processes payment on pcard.
- Back up for posting pcard payment transactions and monthly ricoh/xerox electronic payments in SIGMA.
- Answers questions about invoices and able to look up payments/invoices in SIGMA.
- Coordinates annual blanket authorization letters.
- Track invoices: ensure received from vendor, approved, and sent for processing.
- Maintains related files.
- Assist accountant with other financial duties as needed.

Duty 3

General Summary: **Percentage: 15**

In office processing of mail for MCSC mail operations in Capital Commons Center

Individual tasks related to the duty:

- Sort, process, and deliver all incoming mail for MCSC in Capital Commons Center.
- Process all bulk mailings that can be put through mail processing machine.
- Pickup and prepare outgoing mail to meet DTMB pickup schedule.
- Operate and maintain mail processing machine.
- Administer and manage departmentwide online UPS Campus Ship account
- Maintain adequate stock of materials needed for mail, including ordering all envelopes used by the department.
- Maintain mail stations, including posting of mail delivery and pickup times.
- Courier services as needed; including bank deposits.

Duty 4

General Summary: **Percentage: 15**

Assist with Capital Commons Center building administration and facility support.

Individual tasks related to the duty:

- Responsible for maintaining floor plans for lower level – 3rd floor and for maintaining cubicle standards.
- Assist with day to day operations in the building and notification of building issues to building management.
- Assist emergency head monitor.
- Responsible for building security/access cards: new employees, updates, and departures.
- Responsible for lower level conference center; includes scheduling, setup/tear down, and ensuring rooms are maintained and in working order.
- Responsible for collecting departmental surplus and salvaging according to DTMB guidelines.
- Monitor Financial & Administrative Services office supplies and place Staples orders as needed

Duty 5

General Summary: **Percentage: 10**

Other duties as assigned

Individual tasks related to the duty:

- Completes special projects assigned by SOA as needed.
- Be a resource for all Capital Commons employees when needed. This includes assisting with scanning documentation, assisting with requests for staff that are currently working from home with an in office need, assisting with computer inventory, etc.

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

Select proper course of action when providing support services. Prioritization of workload according to the needs of the staff.

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

Decisions that impact departmental policy or that are beyond the scope of authority delegated to this position.

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.

Normal office environment. Ability to move around the building to deliver packages. Bending, twisting, and other various types of physical activity may be required for conference room set up and other building admin related tasks

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

This position is responsible for general office duties for MCSC's Financial and Administrative Services Team. The responsibilities of this position are, but not limited to: handling incoming and outgoing mail for MCSC Central Office; scanning, printing, and processing correspondence for MIHR, DMO, EBD, OCSC, and BDAS; invoice processing; and conference room management. This position will also assist with Capital Commons Center building administration and facility support.

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 work area is responsible for coordinating financial and administrative related activities for the Commission. This position functions as support for numerous activities done by the work area.

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:

Knowledge of general office practices.
Knowledge of filing and general record keeping
Knowledge of basic mathematics.
Knowledge of correct English usage and grammar.
Knowledge of workers' disability compensation rules, acts, guidelines, terminology, and practices.
Ability to perform mathematical calculations.
Ability to prepare and/or process financial documents.
Ability to compare data from a variety of sources for accuracy, completeness, grammar, and format.
Ability to collect, alphabetize, code, numerically rank, sort, and batch documents.
Ability to apply workers' disability compensation rules, acts, guidelines, terminology, and practices to specific work situations.
Ability to abstract relevant and/or significant facts from case materials and data.
Ability to follow, apply, interpret, and explain instructions and/or guidelines.
Ability to meet schedules and deadlines of the work area.
Ability to communicate effectively.
Ability to compose routine correspondence and reports.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

MATTHEW DERNOVSHEK

3/11/2026

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