

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

Position Code 1. SECRTYAI21R
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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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-THUMB FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description SECRETARY-A	10. Division Thumb Correctional Facility
5. Working Title (What the agency calls the position) School Secretary 9	11. Section 51000
6. Name and Position Code Description of Direct Supervisor Scott Morris, School Principal-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor Heather Gay, State Administrative Manager-15	13. Work Location (City and Address)/Hours of Work 3225 JOHN CONLEY DR; LAPEER, MI 48446 / 8:00 AM to 4:30 PM Monday- Friday
14. General Summary of Function/Purpose of Position Serves as secretary to the principal of the TCF school and performs secretarial duties. Assist staff in the school as needed. Work is performed independently under the guidance of non-clerical supervision and requires knowledge of secretarial discipline, personnel policies and instructions and guidelines specific for the work area. Office is located inside the secure perimeter of a Level II Correctional Facility.	

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

Performs advanced and complex secretarial duties and management support-related activities.

Individual tasks related to the duty:

Types correspondences, reports, forms and memos from verbal or written instruction or dictation, as required. Composes routine letters; proofreads and corrects typed material for grammatical errors for self and staff.

- Assists in determining agenda items for meetings from input of supervisor Records and transcribes minutes of meetings, prepares final drafts for signature, and distributes same.
- Opens all incoming mail (U.S., inter-departmental and institution) for Principal. Circulates correspondences, information, or documents to appropriate staff for actions and/or written response to Principal.
- Monitors the budget and keeps the Principal informed of the status of budget issues. Inventories, orders, and distributes supplies. Orders and distributes printer toner and ribbons for all educational staff members. Responsible for the maintenance and supplies of copy machine. Maintains property control/inventory (i.e., school furniture, computers, TV's, VCR's etc).
- Communicates privileged/confidential duties as directed by supervisor.
- Functions as the timekeeper of education employees; maintains timesheets and prepares TKU reports to submit to HR Office for payroll processing. Also may serve as back-up timekeeper in the facility.
- Responsible for all student information input (personal information, enrollment information, test score information) into the educational database for all TCF students. Prints out all educational and statistical reports on a timely manner. Reports all GED completions to appropriate staff members. Provides appropriate copies of GED/H.S. Diploma to RUM's and ARUS's for their preparation of PER's for Parole Board.
- Processes call-outs for regular classes, TABE, and HSE Testing (GED/HiSET).
- May collect data for lein checks and ensures that all lein checks are cleared through the Inspector(s) before approval of contracts and visitors.

Duty 2

General Summary:

Percentage: 30

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Individual tasks related to the duty:

Interprets and transmits supervisor's point of view to others; serving as a liaison between supervisor and departmental personnel, as well as, ADW's, other departmental personnel, and housing unit staff members.

- From the direction of supervisor, attends meetings and acts as a liaison between the School Principal and outside persons by answering inquiries.
- Assists in research, typing and assembling of all education ACA standards and maintains upkeep of the same.
- Responsible for assembling reports from staff for the Principal's monthly report to Administration.

Duty 3

General Summary:

Percentage: 25

Establishes and maintains and up-to-date filing system comprised of extensive subjects and confidential material.

Individual tasks related to the duty:

Establishes new categories for filing systems as needed. Files material daily to allow for easy accessibility by Principal, as well as when needed to expedite the process of paperwork. Files and/or retrieves materials by category and by interpreting content of documents. Cross reference materials for files. Purges file.

- Maintains confidential prisoner files. Establishes new prisoner files as needed; files information received into prisoner files; retrieves material as necessary.
- Processes educational call-outs as needed.
- Responsible for the timely preparation of educational files for transfers; entry into the student database program, purging and submitting to transfer coordinator.

Duty 4

General Summary:

Percentage: 5

Receives visitors/guests, answers inquiries or refers to appropriate staff.

Individual tasks related to the duty:

Receives telephone call for supervisor and school staff.

- Prepares for escorts visitors to the school.
- Call former schools and requests High School Diploma's and GED's for varies institutions.
- Communicate with surrogate parents and parents of special education students 17 and under, as needed.

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

- Answer questions and deal with problems that arise daily in a prison school office.
- The Warden, Deputy Warden, Principal, Central Office, Teachers, and Custody/Housing Staff may be affected.

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

- Answer questions and deal with problems that arise daily in a prison school office.
- The Warden, Deputy Warden, Principal, Central Office, Teachers, and Custody/Housing Staff may be affected.

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 one to be able to work under pressure of workloads and deadlines. The constant need for high performance and accuracy in the execution of tasks are required. Tact, diplomacy, and discretion are necessary when dealing with staff and prisoners. Due to prison setting, stress can be an inherent factor in this position.

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?

To exercise organization and management of the school office in the supervisor's absence. To make decisions which reflect my point of view and to make decisions which interpret the policies and procedures of the school; such decisions can be expressed to staff, inmates/students, other departmental staff; as well as local/county school officials. To assist the teaching staff in their regular duties. To prepare, compute, and complete all necessary reports. To independently keep and prepare records of all activities of the students in the school. In my absence, to submit records, reports, and requisitions in my name, but initialed or signed by the school secretary.

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

Duties have remained constant.

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

The primary function of this position is secretary to the Principal, and as such, is responsible for the management of the school office, as well as assisting the school staff as needed. This employee performs all secretarial duties, including serving as timekeeper for staff and making decisions which reflect the Principal's point of view.

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

EDUCATION:

High School Diploma/GED; emphasis on business/secretarial courses.

EXPERIENCE:

Two years secretarial experience/training; preferable within the Michigan Department of Corrections.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have excellent typing skills, good grammatical skills, management and organizational skills, decision-making ability and the ability to keep accurate records. Must be proactive and willing to take initiative toward improving self and functions with the office area. This employee must be able to work in a correctional environment, having daily contact with prisoners.

**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.

There are no required exceptions/additions to be added.

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

Lori Fouty

10/14/21

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