

Position Code

1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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
	Corrections
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Correctional Facilities Administration
4. Civil Service Position Code Description	10. Division
General Office Assistant-E	
5. Working Title (What the agency calls the position)	11. Section
General Office Assistant	Lakeland Correctional Facility
6. Name and Position Code Description of Direct Supervisor	12. Unit
Melissa Signor, Departmental Supervisor-3	Record Office
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Bryan Morrison, Senior Executive Warden	141 First Street Coldwater, MI 49036 Mon-Fri 8:00-4:40

14. General Summary of Function/Purpose of Position

This position is part of the Record Office of a Level II correctional facility. This position assists with duties in the Record Office such as research and follow up on pending felony charges, data entry on OMNI, OMS, COMS, MICIJN and LEIN, intake of incoming prisoners, filing, and file maintenance. Preparation and release of prisoners paroling, discharging, court releases and writs. Sorts, opens, and distributes incoming mail. Word processing duties include but are not limited to: typing reports, release certifications, various legal correspondence, procurements, verification of incarcerations, letters, operating procedures, policy directives, updating emergency contact information, etc. This position also completes various inspections, monthly reports and is a "Head Counter" for institution mobilizations. The position shadows and serves as the back up to the Department Technicians in the Record Office.

This is not a remote or hybrid position and must report to the office daily.

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 of Duty 1

% of Time 25

Assist Departmental Technicians

Individual tasks related to the duty.

- Sort, open and distribute incoming mail to staff. Maintenance of files, logs, and indexes, control records or other information
- Notify all areas and the prisoner of release date. Make transportation arrangements, check detainer, restitution, pending charges, crime victims, sex offender processing, notification of law enforcement agencies and other individual case requirements which would verify the prisoner could legally be released. Prepare necessary documentation for each individual release (Paroles, Discharges, Deaths, Writs)
- Daily research into pending charges, which includes sending documentation or telephoning appropriate agencies (courts, prosecutors, probation/parole agents, sheriff and/or police department) to clear an outstanding charge or warrant
- Daily/Weekly tool inspections and reporting
- Copy machine repair and maintenance
- Daily Notice of Movement reports and distribution
- Perform headcount of non-custody staff per written instruction for each LCF mobilization
- Speak daily to families, attorneys, staff, central office staff, in-state and out of state law enforcement agencies & prisoners.
- Assist with file packing and documents for transfers.

Duty 2

General Summary of Duty 2

% of Time 10

Checking in incoming prisoner files

Individual tasks related to the duty.

- Distributing counselor files to appropriate housing unit, school files to the school secretary, verifying specified information on CSC crimes and reporting this information for entry on the visitor tracking system.
- LEIN inquiries on all incoming inmates, dispensing necessary information received from LEIN to appropriate areas.
- Verifying existing detainees or entry of new detainees.
- Documentation of a.k.a. and alias names for data entry. DNA and fingerprint verification.

Duty 3

General Summary of Duty 3

% of Time 20

Data entry and word processing

Individual tasks related to the duty.

- Enter major misconduct tickets after they have been heard by the hearings officer, and notification to parole board if inmate receiving misconduct has a positive parole date.
- Enter identifying information and emergency contact updates taken monthly.
- Enter CSC crime victim's age.
- Perform LEIN requests for all incoming prisoners.
- Enter sex offender registrations.
- Types / Prints time sheets after computation of time has been completed for time review, forfeitures, restoration, and amended sentences.
- Types verification of incarcerations, SPONS, procurement and maintenance requests, pending felony warrant letters, release certifications, security reports, creation of new forms in Word and Excel, essential document database entry.
- Audit various data base entry reports.
- CSC address changes in MICJIN/Offender Watch.
- Monitor Department electronic mailbox and calendar.

Duty 4

General Summary of Duty 4

% of Time 25

Filing and file maintenance

Individual tasks related to the duty.

- File institution files and documents.
- Process discharged and parole files and filing to record storage.
- Track missing files for staff from various institutions and record storage.
- Create duplicate files replacing damaged or missing files.
- Inventory and accountability for all files located at this institution.
- Maintain the files and file cabinets, includes repair of damaged files.

Duty 5

General Summary of Duty 5

% of Time 5

Copy and distribution of reports

Individual tasks related to the duty.

- Residents with Parole Orders Issued CB651, bi weekly.
- Other OMNI and OMS reports
- Copy documents for specified FOIA requests
- Files and other copying as assigned.
- Distribution of various documents coming into the Record Office for prisoner and counselor files, and/or other staff in the institution or central office.

Duty 6

General Summary of Duty 6

% of Time 5

Parole Board scheduling

Individual tasks related to the duty.

- Coordinate with Lansing on review schedule.
- Complete final schedule.
- Ensure all Notices of Intent have been signed and returned to parole member for review.

Duty 7

General Summary of Duty 7

% of Time 10

Monitoring, disseminating and processing within the Record Office Email Box

Individual tasks related to the duty.

- **Scheduling court video or telephone writs.**
- Phoning the courts to confirm upcoming offsites
- Report printing and distribution
- Scheduling suspends and Lifer Public hearings
- Distribution of documentation
- Corresponding and responding as appropriate.

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

Decisions related to clerical duties.

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

Decisions which involve unfamiliar circumstances or have significant financial or legal implications. Purchases and travel.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Job can be stressful. Sitting, standing, walking, lifting, bending, stooping, squatting, and carrying is part of the job. Must be able to walk up and down flights of stairs. Must be able to lift, file, and retrieve records overhead and at floor level. Job may have 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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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?

As an essential staff member of the LCF Record Office, this position is responsible for duties in each section of the Record Office. This position is responsible for assisting with processing the institution business. This position is also very important in the organization and efficiency of the Record Office as far as file maintenance, filing of documents and files and tracking of files. This position assists the Department Technicians with normal daily work, special projects and oversees the needs of record office in the department technicians' absence. This position types all prisoner time sheets and distributes same.

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

N/A

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

This employee works within the record office providing clerical support to the records office staff and occasionally other areas of the facility.

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 filing and general record keeping.
Ability to review documents for accuracy, completeness, grammar, and format.
Ability to alphabetize, rank, sort, and batch documents.
Ability to follow, apply, and interpret instructions and guidelines.
Ability to determine work priorities.
Ability to meet deadlines.
Ability to communicate effectively.
Ability to type.
Ability to operate standard office equipment.
Ability to use standard computer programs.
Ability to organize work and be flexible.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.