

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. STUDASTE

**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> DOC-CORRECTN CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Position Code Description</b> Student Assistant-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Student Assistant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> BREWER, SHAWN; SENIOR POLICY EXECUTIVE	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BUSH, JEREMY; CFA DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 3955 Cooper Street, Jackson, MI 49201 / up to 129/month

**14. General Summary of Function/Purpose of Position**

Provides support to the Jackson Office Assistant Deputy Director (ADD), Administrative Assistant (AA), Departmental Analyst (DA) and Senior Executive Management Assistant (SEMA). The Jackson Assistant Deputy Director's Office is responsible for the overall planning and direction of all State Correctional Facilities assigned to the Jackson Office. The Administrative Assistant to the ADD is responsible for the completion of facility self-audits, review of facility reports, including critical incident reports and post incident reports, complete special projects for the ADD's Office and the MDOC and provides support to CFA Facilities as requested. The Senior Executive Management Assistant performs a variety of executive support secretarial functions, serves as a liaison for the Wardens' Offices of 14 correctional facilities and the Jackson Business Office, coordinates Wardens' quarterly meetings, and prepares correspondence and reports for the ADD. The Departmental Analyst completes or oversee a variety of professional research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of various departmental programs or services.

**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: 35**

Provide support to the Jackson Office ADD - Administrative Assistant. Compose letters/responses, memorandums, create/revise forms and spreadsheets, maintain office files and related reports. Review prepared Critical Incident Reports, Post Incident Reports and organize documents for review. Assist in the supervision of the prisoner porter as needed.

**Individual tasks related to the duty:**

- Copying.
- Word Processing / Managing Spreadsheets.
- Filing/Recordkeeping.
- Schedule Meetings/Appointments.
- Provide clerical support to the Supervisor.
- Other duties as assigned by the Supervisor.
- File materials.
- Assist with Office Porter supervision

**Duty 2**

**General Summary:**

**Percentage: 30**

Provide support to the Jackson Office ADD - Senior Executive Management Assistant. Answers telephone calls and responds verbally or in writing to inquiries from employees, law enforcement agencies, attorneys, and the general public requiring. Assist office staff as needed in filing and records retention management.

**Individual tasks related to the duty:**

- Word Processing.
- Receiving Telephone Calls.
- Filing/Recordkeeping.
- Schedule Meetings/Appointments.
- Back-up to SEMA/ADD's Office.
- Other duties as assigned by the Supervisor.
- File materials.
- Assist in /maintaining Records Retention system

**Duty 3****General Summary:****Percentage: 30**

Provide support to the Jackson Office ADD – Departmental Analyst. Assist with completing or overseeing research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of various departmental programs or services.

**Individual tasks related to the duty:**

- Word Processing.
- Collecting data from facilities.
- Other duties as assigned by the Supervisor.
- File materials.
- Receiving Telephone Calls.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** Responds to inquiries from public, department staff, attorneys, law enforcement agencies, and prisoners. Refers inquiries to specific areas of control.

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

Refers inquiries to specific areas of control.

**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.**

Standing, walking, sitting, and carrying files are the types of physical effort utilized to perform the job. Environmental conditions are consistent with working inside a traditional office setting with multiple flights of stairs.

**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**

- |   |   |
|---|---|
| <input type="checkbox"/> Complete and sign service          | <input type="checkbox"/> Assign                   |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.            |
| <input type="checkbox"/>                                    | <input type="checkbox"/>                          |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work |
| <input type="checkbox"/>                                    | <input type="checkbox"/> Train employees in the   |

**21. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**22. What are the essential functions of this position?**

Provides support to the Jackson Office Assistant Deputy Director (ADD), Administrative Assistant (AA), Departmental Analyst (DA) and Senior Executive Management Assistant (SEMA). The Jackson Assistant Deputy Director's Office is responsible for the overall planning and direction of all State Correctional Facilities assigned to the Jackson Office. The Administrative Assistant to the ADD is responsible for the completion of facility self-audits, review of facility reports, including critical incident reports and post incident reports, complete special projects for the ADD's Office and the MDOC and provides support to CFA Facilities as requested. The Senior Executive Management Assistant performs a variety of executive support secretarial functions, serves as a liaison for the Wardens' Offices of 14 correctional facilities and the Jackson Business Office, coordinates Wardens' quarterly meetings, and prepares correspondence and reports for the ADD. The Departmental Analyst completes or oversee a variety of professional research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of various departmental programs or services.

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

Additional duties have been added.

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

The Jackson Assistant Deputy Director's Office is responsible for the overall planning and direction of all State Correctional Facilities assigned to the Jackson Office. The Administrative Assistant to the ADD is responsible for the completion of facility self-audits, review of facility reports, including critical incident reports and post incident reports, complete special projects for the ADD's Office and the MDOC and provides support to CFA Facilities as requested. The Senior Executive Management Assistant performs a variety of executive support secretarial functions, serves as a liaison for the Wardens' Offices of 14 correctional facilities and the Jackson Business Office, coordinates Wardens' quarterly meetings, and prepares correspondence and reports for the ADD. The Departmental Analyst completes or oversee a variety of professional research and analysis assignments for the purpose of evaluation, assessment, planning, development, and implementation of various departmental programs or services.

This position provides support to the Jackson Office Assistant, Deputy Director, Administrative Assistant, Departmental Analyst and Senior Executive Management Assistant.

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

**EDUCATION:**

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

**EXPERIENCE:**

**Student Assistant A**

No specific type or amount is required.

Experience with personal computers; ability to enter data into an Access and Excel database preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to use a personal computer, have some knowledge of spreadsheets and databases in Access and Excel. Able to follow instruction on how to objectively complete an assessment.

**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.

None

***I certify that the entries on these pages are accurate and***

\_\_\_\_\_  
Appointing Authority

***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