

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYEJ23R

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.) BIRCHMEIER, CHRISTY A	8. Department/Agency STATE POLICE
3. Employee Identification Number 186198	9. Bureau (Institution, Board, or Commission) Field Services Bureau
4. Civil Service Position Code Description SECRETARY-E	10. Division Third District
5. Working Title (What the agency calls the position) Secretary 7-E8	11. Section Flint Post
6. Name and Position Code Description of Direct Supervisor PURDY, TY; STATE POLICE FIRST LIEUTENANT	12. Unit
7. Name and Position Code Description of Second Level Supervisor QURESHI, FAHAD T; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work G-4481 Corunna Rd., Flint, MI 48532 / Monday - Friday; 8 a.m. - 5 p.m.

14. General Summary of Function/Purpose of Position

This position provides management support to the post commander and secretarial support to the sergeants, detective sergeants, and troopers. The position will perform such functions as typing, filing, answering phones, recordkeeping, and mail processing This position must function in a bias free manner.

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

Serve as the secretarial support to MSP post staff.

Individual tasks related to the duty:

- Draft letters and memos for the post commander, sergeants, detective sergeants, and troopers, and other stakeholders.
- Proofread materials submitted by post personnel for content, format, and grammar to ensure professional quality and compliance with department and district policy.
- Type various reports and interviews needed for post staff.
- Review incoming correspondence and disseminate to appropriate personnel.
- Process Freedom of Information Act as well as court requests.
- Answer incoming telephone calls and respond to emails.
- Register vendors.

Duty 2

General Summary:

Percentage: 40

Order post supplies and maintain budget.

Individual tasks related to the duty:

- Collect bills, check for error and match with invoices. Maintain a vendor file and update as needed. Maintain files for invoices paid by fiscal year for auditing purposes.
- Work closely with post commander on the post budget. Enter all payments into the budget program and monitor all expenses and balances.
- Demonstrate bookkeeping skills and stay abreast of current policies and procedural changes.
- Type monthly report for the post commander tracking the status of the post budget. Print reports upon request.
- Enter direct vouchers, prepare and post expense vouchers, and reimburse petty cash through SIGMA, the current bill payment software system.
- Prepare work descriptions and obtain quotes for contracted services. Prepare purchase orders for contacted services.
- Maintain inventory and order post and detachment supplies as needed.
- Order office, janitorial, postage, and uniform items for the post.
- Order copy machine supplies and request service when required.

Duty 3

General Summary:

Percentage: 10

Maintain the post filing system.

Individual tasks related to the duty:

- Full responsibility for maintaining all post files, current year as well as past years. File all reports, and correspondence. Keep track of the retention schedule and dispose of records when appropriate. Set up new files at the beginning of each calendar year.
- Maintain postmaster files.
- Maintain post Digital Crime Scene Repository.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Other administrative duties as assigned by the Post commander and assistant post commander

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

Draft correspondence to the public, other State departments, local law enforcement agencies and edit content of correspondence by others at the post to ensure compliance with the department policy. Review incoming correspondence and disseminate. Decisions reference ordering supplies and post filing system.

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

Supervisor reviews outgoing correspondence and request for purchases.

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.

Extended hours in front of a computer. Filing documents and organizing supplies requires employees to lift and bend. Transport boxes to a storeroom in preparation for the new year.

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 provide secretarial support for the post staff members.

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

This position description is being updated to align with the department's composite PD. It reflects essential program usage and generalizes the secretarial expectations for this position.

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

The post is part of the Michigan State Police. This position provides secretarial support to the post personnel.

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:

Secretary 7

Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience.

Secretary E8

Three years of office experience involving administrative support practices, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Typing skills.
- Experience with Microsoft Office Products (Word, Excel, Access, and PowerPoint) and other office equipment.
- Writing ability to include, organization, style, spelling, accuracy, and grammar.
- Experience with bill payments, purchasing, payroll, and report preparation and filing.

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.

TAMERA BACHMAN

4/23/2025

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.

CHRISTY BIRCHMEIER

Employee

Date