

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: STUDASTEP48R

Civil Service Class and Level: Student Assistant-E

Working Title (What the agency calls the position): Student Assistant

Name and Position Code Description of Direct Supervisor: KHAN, SHELLY D; STATE ADMINISTRATIVE MANAGER-1

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Unemployment Insurance Agency

Division: TAX & EMPLOYER SERVICES

Section:

Unit: WORK OPPORTUNITY TAX CREDIT

Work Location (City and Address)/Hours of Work: 3032 W. Grand Blvd., Suite 12-400, Detroit, MI 48202 / 8:00 AM-5:00PM (M-F)

General Summary of Function/Purpose of Position: The function of the Work Opportunity Tax Credit Unit (WOTC) is to process applications received from employers and service providers. The person in this position will assist the para-professional staff with verifying employer/employee information on the applications, searching the federal identification numbers of employers, data entering application information and identifying target groups. The position requires very accurate data entry skills, attentiveness to detail, the ability to use a personal computer, knowledge of Microsoft Word and Excel, the ability to review information for completeness, the ability to follow oral and written instructions, and the ability to communicate effectively with others. In addition, this position will also assist with routine office functions and aid on short term projects as assigned.

Assigned duties and tasks for each duty.

Duty 1: Data-enters information from the applications in FileNet onto the WOTC case in MiDAS..

- Enters name, address, start date, hire date, job title, job classification, and selected target groups.
- Makes "self" the owner and auto validates the case.
- Archives the application in FileNet.

Duty 2: Verify and review that WOTC applications are complete with post mark date, name, and address, start date, hire date, rehire status, job type, job classification and target group checked on WOTC applications

- Performs a thorough review and verification process to ensure WOTC applications contain all of the required information.
- Identifies missing information on applications and provides them to the supervisor.

Duty 3: Performs a search of the MiDAS System for existing WOTC case by Social Security Number. Compares the information in MiDAS with the application in FileNet.

Compares information in MiDAS with application in FileNet to ensure it reconciles..

Duty 4: Identifies Veteran, Ex-felon, RRC, EZ target groups for manual verification.

- Forwards target groups for manual verification.
- Performs other clerical duties as assigned.

Types of decisions made independently and whom or what those decisions affect: The most important decision made is prioritizing the work and meeting production standards set by unit supervisor.

Types of decisions that require the supervisor's review: Determination of resolution of conflicting information on WOTC applications.

Discrepancies in procedures.

Issues outside of the prescribed procedures.

Physical effort used to perform this job and environmental conditions of this position: None. Daily exposure to personal computer and prolonged sitting.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Review and verification of information on WOTC applications.

Data entering and auto validation of WOTC applications.

Archiving applications in FileNet.

The function of the position's work area and how it fits into that function: The function of the WOTC unit is to process the Work Opportunity Tax Credit Applications Forms 8850 and 9061 received from employers and service providers. The person in this position will review, research, verify and identify the applications for certification for the WOTC tax credit.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

The position requires very accurate data entry skills, attentiveness to detail, the ability to use a personal computer, knowledge of Microsoft Word and Excel, the ability to review information for completeness, the ability to follow oral and written instructions, and the ability to communicate effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

None