

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. SECRTRYAI14R

**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-HURON VALLEY CORR COMPLEX
<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> SECRETARY-A	<b>10. Division</b> Huron Valley Facility
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b> Voc Ed
<b>6. Name and Position Code Description of Direct Supervisor</b> MCNULTY, STEVEN E; SCHOOL PRINCIPAL-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 3201 Bemis Rd, Ypsilanti MI 48197 / Monday - Friday 7:30 am-4:00 pm

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

Serves as the Management Assistant to the principal of the Vocational Village. The position assists in the operation and management of the vocational village including serving as a liaison between the Principal and staff; decision making in the supervisor's absence; attending meetings to represent the supervisor; and other management support related duties. The position performs advanced level secretarial duties such as composing, preparing, and editing correspondence and reports; assisting in determining agenda items for meetings; and conducting research on special subjects and projects. The incumbent is also responsible for performing timekeeping duties for staff and prisoners.

**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**

Daily computer input of prisoner academic/vocational information. Maintains time and attendance records for prisoners and staff.

**Individual tasks related to the duty:**

- Daily computer input utilizing various programs including SIGMA, CMIOS OETS/OMNI/COMS, Excel.
- Input includes prisoner enrollment, test scores, GED/high school completion information, attendance rosters, payroll (staff and prisoner), program completions, class enrollments, basic student data, statistics and information needed for a variety of reports
- Coordinates and updates vocational village pool lists in conjunction with the Classification Director to ensure prisoners are placed in class as soon as vacancies occur.
- Prepares and types call outs.
- Establishes and maintains account records to track vocational village budget expenditures, keeping principal apprised of expenditures/balances.
- Calculates prisoner time and attendance on information submitted by vocational village staff.
- Responsible for timekeeping for vocational village personnel.

**Duty 2**

**General Summary:**

**Percentage: 20**

Performs advanced and complex secretarial duties and management support related activities including scheduling tours and visits of the vocational village.

**Individual tasks related to the duty:**

- With input from principal, attends meetings to represent supervisor in supervisor's absence. Record and type minutes of meetings.
- Assists in determining agenda items for meetings from input from supervisor.
- Composes routine letters, proofreads and corrects typed material for grammatical errors for self and staff.
- Types correspondence, reports, forms and memos from verbal or written instruction as required.
- Conducts research on special subjects/projects.
- Interprets supervisor's viewpoints to others in the absence of the principal.
- Processes incoming and outgoing mail.
- Notifies the principal of those items which need immediate attention
- Notifies supervisor of time sensitive pending issues.
- Assembles materials to assist principal. Circulates correspondence, information and documents to appropriate staff for action and/or written response for principal.
- Arranges priorities in the principal's work schedule, including scheduling tours and visits in the vocational village, scheduling meetings with staff.
- May be required to assist in the scheduled tours/visits depending on the size of the group.

**Duty 3**

**General Summary:**

**Percentage: 20**

Establish and maintain filing systems.

**Individual tasks related to the duty:**

- Establish/maintain an up-to-date filing system comprised of extensive subjects and confidential materials.
- File materials on a regular basis to allow for easy accessibility by principal as well as to expedite processing of paperwork.
- Purge, file cross reference materials for files in accordance with policy.
- Maintains confidential prisoner and special education files.
- Establishes new prisoner files as necessary.
- Maintain property/inventory control, i.e. school furnishings, equipment, videos, computer equipment.
- Prepares, reviews, and maintains log of purchase orders and work orders
- Maintains Policy Directive, Operating Procedure, DOM, Administrative Rules, Educational Manual and Secretarial manual books.
- Maintains and monitors a filing system for tool and other required reports

**Duty 4**

**General Summary:**

**Percentage: 15**

Acts as a liaison for principal regarding vocational village issues.

**Individual tasks related to the duty:**

- Interviews prisoners as necessary to prepare requests for verifications of claimed school completions/records, schedule changes grievance responses, response to prisoner inquiries and other prisoner school related concerns usually without direct supervision/presence of other staff.
- Acts a liaison, answering inquiries and managing changes which do not require direct participation/supervision by the principal.
- Responsible for assembling material from staff, OETS and principal to prepare and complete the Academic/Vocational Monthly Report, ABE Report, Survey Report, TABE Report, GED Report, Program Completion records, inventories, etc.
- Maintains and records monthly schedule of principal and other vocational village staff.
- Transcribes minutes of meetings, prepares final draft for signature and distributes

#### Duty 5

#### General Summary:

Percentage: 10

Receiving and screening of visitors (including prisoners) and telephone calls.

#### Individual tasks related to the duty:

- Receive visitors/guests, answers inquiries or refers to appropriate staff.
- Meets with prisoners sent to the office from the classroom or scheduled to report to the school office.
- Receives incoming telephone calls, responds to the caller or transfers call to appropriate staff person
- Supervises prisoner clerk, assign clerk duties, checks completed assignments, coordinates scheduling and establishes priorities to provide an efficient operation.

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

Notify the Vocational Village Officer or Control Center to cancel classes when notified of unscheduled instructor absences.

Determine when to contact the Principal if he/she is away from the facility.

Submit trouble tickets on Vocational Village computer assets and maintenance requests as needed.

Prepare orders for needed supplies and equipment.

All of the above situations directly affect staff and the operation of the Vocational Village program.

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

Prisoner grievance response or review, prisoner payroll exceptions/corrections, spending requests, budget issues, request for leave, requests to cancel class or return prisoner to housing unit, requests to attend training, review and approval of staff time and attendance reports/request. Problems which recur or defy attempts to be resolved.

#### 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 the ability to work independently and under pressure or workload and deadlines.

Tact, diplomacy and discretion in dealing with staff and prisoners is essential. Due to working in the prison setting daily contact/interaction with prisoners, stress is an inherent factor of the job.

Physical effort is minimal on most days. Job site is located within the security perimeter of a multi-level prison and requires frequent travel between buildings with prisoners present as well as daily interaction with prisoners.

Occasional exposure to hot/cold temperatures traversing the yard area within the prison several times on a daily basis

#### 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. |

N Orally reprimand.

N 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?

The Vocational Village secretary is the assistant to the principal and will be responsible for the management of the Vocational Village office as well as the non-classroom areas of the Vocational Village. The position performs all secretarial duties, including serving as timekeeper for the Vocational Village staff. The Vocational Village secretary handles routine issues for the school principal and assists the Vocational Village staff as needed to enable them to perform their duties effectively. Play an active role in participating/or facilitating Michigan Prisoner Ee-Entry Initiative (MPRI) program.

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

SIGMA is now the main financial and timekeeping software used by the MDOC.

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

The primary function of the Vocational Village is to educate and provide training to prisoners in academic vocational programming. The secretary supports all administrative responsibilities of the Vocational Village, office, academic programming toward GED completion, vocational programming, responses to inquiries/reports and other duties as requested.

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 9**

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have excellent typing and computer skills, good note taking skills, strong grammatical skills, management and organizational skill, decision-making ability and the ability to keep and maintain accurate records. This employee must be able to work with a variety of people and various priorities. The employee must maintain a high level of confidentiality. The employee must be able to work in a prison and have daily contact with prisoners.

**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 complete.***

PAULA JOHNSTON

2/16/2023

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