

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

Position Code 1. STUDASTEN43R

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.)	8. Department/Agency BUREAU OF STATE LOTTERY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan State Lottery
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Sales
5. Working Title (What the agency calls the position) Student Assistant	11. Section Region 2
6. Name and Position Code Description of Direct Supervisor SPOELMAN, ADAM L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor PAYNE, TIFFANY J; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3391 Plainfield Ave NE Grand Rapids, MI 49525 / Between the hours of 7:45 AM and 4:45 PM

14. General Summary of Function/Purpose of Position Perform various clerical functions and assist with merchandising based on operational needs.
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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: 100

Perform various administrative support functions.

Individual tasks related to the duty:

- Assist in performing claim center duties
- Answer telephones and disseminate bureau information to staff and public
- Perform various office functions as directed
- Assist Regional Manager in maintaining the promotional items and Point-of-Sale in the warehouse
- Other duties as assigned by the Regional Manager.

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

Any independent decisions made would be those conducting routine tasks for regional office or the public

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

Any decision required for non-routine matters.

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.

These job duties require prolonged periods of sitting, standing, walking and/or moving. Some lifting of up to 25 lbs of promotional materials. Incumbent could be exposed to inclement weather conditions.

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?

The position is properly described in the preceding pages.

23. What are the essential functions of this position?

Assist in the regional office claim center.

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

Update to place PD on file.

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

The Sales Division is responsible for executing the overall marketing plan to maximize sales and revenue for the State School Aid Fund. This position will work to assist the regional office staff.

26. 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to operate standard office equipment, including but not limited to computer, copier, scanner, fax machine and telephone.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

The student must provide evidence of enrollment or acceptance to an educational institution.

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.

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

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