

**State of Michigan
Civil Service Commission**

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

Position Code

1. SECRTRYED23R

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 DOC-EGELER FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description SECRETARY-E	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor CRISENBERRY, JUDY; REGISTERED NURSE MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor DEEREN, BRYAN E; REGISTERED NURSE MANAGER-4-FZN	13. Work Location (City and Address)/Hours of Work 3855 COOPER ST JACKSON MI 49201 / 80 HOURS BI-WEEKLY

14. General Summary of Function/Purpose of Position

Secretary to the Health Unit Manager at the Reception and Guidance Center, A Secure Level Five enclosed facility. Provides clerical support for the Health Unit Manager and the Medical Records Unit. Acts as the grievance coordinator for Health Care grievances in the area. Responsible for the supervision of the Health Care porter during their work hours. Duties as assigned. This position performs 100% of the duties inside the secured perimeter of a correctional facility where patient/prisoners receive medical/dental health care, and there is unsupervised prisoner contact located within the perimeter of the facility.

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: 70

Provides clerical support and typing services for the Health Unit Manager and other health care providers within RGC.

Responsible for coordinating meetings for the Health Unit Manager, as well as sending e-mail/phone communication for coordination of events as directed.

Individual tasks related to the duty:

- Typing letters, reports, meeting minutes and memoranda from verbal or written instructions.
- Responsible for the filing system of reports and memoranda.
- Assists in clerical duties for completion of projects such as Performance Audits, Annual TB Summary Report, Monthly Reports, Yearly Health Care Reports, etc.
- Trouble shooting office equipment. DIT requests for Healthcare.
- Maintain health care work orders and orders supplies for all units within the health care area utilizing Sigma Program, Staples, and J & B Medical.
- Taking and transcribing minutes for various meetings.
- Picking and dropping off mail and distribution on a daily basis.
- Maintain updated emergency phone contacts and mobilization lists for medical.
- Copying forms for porter to assemble intake packets.
- Collecting clinical information as needed for Performance Improvement meetings.
- Maintain/update licensure of all registered professionals.
- Receive, check-in and put away supply orders from warehouse.

Duty 2

General Summary:

Percentage: 20

Review and verify expense report billing with the HUM for accuracy.

Support staff for Medical Records staff.

Individual tasks related to the duty:

- Assists and supports the medical records staff in delivery of records to the necessary health care clinical area.
- Completes loose filing, as needed. (Backup to Medical Records staff.)
- Other duties as assigned.

Duty 3

General Summary:

Percentage: 5

Facilitates the processing of grievances related to the RGC Health Care Unit.

Individual tasks related to the duty:

- Logs each grievance in appropriate book and refers the grievances to related staff for completion.
- Works closely with facility grievance coordinator to ensure timely processing of the grievances as indicated by policy.
- Follows up on any problem issues related to the grievance process.

Duty 4

General Summary:

Percentage: 5

Telephone duties for Health Care resource staff.

Individual tasks related to the duty:

- Assists in the telephone responsibilities for the Health Unit Manager and Nurse Supervisor.
- Often assists as a telephone resource person in the Health Care Clinic and Medical Records areas, when needed.
- Acts as a resource person for health care questions, and refers appropriate issues to the RN 15

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

Decisions related to assigning grievances to appropriate personnel. Ordering of necessary clerical and medical supplies and maintaining the inventory. Releasing appropriate information as a health care resource, as indicated by policy and procedural guidelines.

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

Clarification or interpretation of policy, administrative support, unique clinical situations. Situations not covered by policy and procedure.

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.

Lifting, reaching, sitting, standing and pushing a records cart. It involves risk, such as walking through prisoner waiting area for various reasons, (i.e., clinical appointments). Assigned to supervise the Health Care prisoner porter every day for his assignment hours.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 timely, efficient clerical support under the direction of the Health Unit Manager.

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

Provides support for medical records for data entry, filing, log books, etc., when needed, in the absence of a team member.

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

This position is required to work independently and will receive only general supervision from a non-clerical supervisor. The employee has responsibility for reviewing processes to ensure standards are maintained. The method and work process for meeting and maintaining these standards are seldom defined or supervised.

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 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:

General knowledge of office management practice; excellent typing and transcription skills; excellent written, verbal and interpersonal skills; adaptability to work effectively as part of a team

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.

AA is requesting to update position code SECRTYED23R in accordance with MCSC Regulation 4.01. The essential duties and tasks of this position are: Secretary to the Health Unit Manager at the Reception and Guidance Center, A Secure Level Five enclosed facility. Provides clerical support for the Health Unit Manager and the Medical Records Unit. Acts as the grievance coordinator for Health Care grievances in the area. Responsible for the supervision of the Health Care porter during their work hours. Duties as assigned. This position performs 100% of the duties inside the secured perimeter of a correctional facility where patient/prisoners receive medical/dental health care, and there is unsupervised prisoner contact located within the perimeter of the facility.

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

RAHIF ACHOUR

Appointing Authority

11/7/2025

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