

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 GAMING CONTROL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Gaming Control Board
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Administration
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor HAMP, MELISSA; DEPARTMENTAL SPECIALIST 13	12. Unit
7. Name and Position Code Description of Second Level Supervisor APOSTOL, CHRISTINE; SENIOR POLICY EXECUTIVE 18	13. Work Location (City and Address)/Hours of Work 101 E HILLSDALE ST; LANSING, MI 48933 / 8:00 am - 5:00 pm, Monday -Friday (variable)

14. General Summary of Function/Purpose of Position

This position functions as a student assistant to the Michigan Gaming Control Board (MGCB), performing a variety of duties, as needed. Duties may include data entry and populating information databases; providing general office assistance and support to management and staff; creating Excel spreadsheets and Word documents; scheduling maintenance/repair of MGCB fleet vehicles and preparing meeting rooms.

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

Perform miscellaneous and general office duties.

Individual tasks related to the duty:

- Assist with maintaining office equipment (copiers/printers/scanners).
- Assist with incoming/outgoing mail (open, review, stamp, deliver).
- Drive State vehicles to other State locations to deliver/retrieve or pick-up items and perform other local errands.
- Copy, scan, fax and file documents.
- Electronic filing of documents.
- Assist work area with special projects as directed.
- Assist in the preparation and scheduling of conference rooms for meetings.
- Create Excel spreadsheets using proper formulas and charts.
- Create correspondence and reports using Microsoft Outlook or Word.
- Assist with tracking division projects and other tasks to ensure timely completion.
- Retrieve data by performing database searches as requested.

Duty 2

General Summary:

Percentage: 30

Perform all other duties as needed to contribute to the overall operation of the Michigan Gaming Control Board.

Individual tasks related to the duty:

- Assist Lansing office staff with special projects and various tasks.
- Serve on agency committees.
- Attend meetings as directed.

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

Limited judgment/decision making is required in this position. Many decisions are governed by policies and procedures established by the MGCB.

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

Decisions where goals and/or objectives require establishing new or interpretation especially with policies, procedures, administrative rules or laws and decisions affecting MGCB budget or expenditures of funds, extremely sensitive, significant or have a direct impact on operations, jeopardy to the public trust of gambling within the state of Michigan or the mission of the MGCB. Priorities are determined by supervisor.

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.

Work is essentially conducted in a standard office setting with occasional lifting of less than 25 lbs. but may require standing, walking, kneeling, bending, and driving if requested for fieldwork. Additionally, position may be exposed to periodic high concentrations of noise and second-hand tobacco smoke associated with casino operations. All employees have a responsibility for workplace safety including identifying potential hazards, reporting them, and ensuring they actively participate in all required training.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	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?

The position is properly described.

23. What are the essential functions of this position?

This position functions as a student assistant to the Michigan Gaming Control Board (MGCB), performing a variety of duties, as needed. Duties may include data entry and populating information databases; providing general office assistance and support to management and staff; creating Excel spreadsheets and Word documents; scheduling maintenance/repair of MGCB fleet vehicles and preparing meeting rooms.

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

Position reactivation, reorganization and consolidation of duties, removal of duty #3 and change in percentage of duties. No significant changes to duties or tasks.

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

The Michigan Gaming Control Board licenses, regulates, and enforces non-tribal casino gambling, internet gaming, retail and online sports betting, fantasy contests, oversees tribal gaming and licenses and regulates pari-mutuel horse racing and millionaire party charitable gaming events in the State of Michigan ensuring the integrity, fair and responsible gaming within the state of Michigan.

This position is located within the Administration division. The work area assists in administration functions for the agency.

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. Major in finance, accounting or business administration is highly desirable.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of office equipment or materials used in the work.
- Ability to communicate effectively
- Ability to learn the work of the agency.
- Ability to follow oral and written instructions.
- Ability to use a computer.

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.

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