

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

Position Code 1. STUDASTE57N
--

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 Detroit Administrative Services
6. Name and Position Code Description of Direct Supervisor FINCH, KAREN E; STATE ADMINISTRATIVE MANAGER-1	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 3062 W GRAND BLVD, L-700, DETROIT, MI 48202 / Monday - Friday (Part-time)
14. General Summary of Function/Purpose of Position Function as student assistant to the Michigan Gaming Control Board. Duties will include assisting Administration with work backlog, data entry, copying, labeling, filing and scanning; answering telephone; assisting with special projects; assisting with maintenance of Board carpool; disseminating information to Board members and employees; providing backup for receptionist; daily mail courier services to the Detroit casinos; assisting staff at the Detroit casinos; and assisting with monthly Board meetings.	

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: 25**

Assist records section.

Individual tasks related to the duty:

- Assist section with work backlog, including sorting, labeling, scanning, filing and conducting inventory.

Duty 2

General Summary: **Percentage: 25**

Assist management and support staff.

Individual tasks related to the duty:

- Perform special projects.
- Perform typing, mass mailings, copying, labeling, filing, preparing for meetings, etc.
- Assist with monthly Board meetings.

Duty 3

General Summary: **Percentage: 25**

Assist with licensing activities

Individual tasks related to the duty:

- Conduct inventory of documents provided by suppliers.
- Prepare documents that are part of the vendor registration such as scanning, filing and recording.

Duty 4

General Summary: **Percentage: 25**

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

Individual tasks related to the duty:

- Answer MGCB phone when receptionist is unavailable or on vacation.
- Greet and screen visitors.
- Receive and screen telephone calls, take messages and refer callers to proper staff member or agency.
- Open, stamp, sort and distribute mail to appropriate divisions, including mail received via fax machine.
- Send fax data as requested by staff.

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

Decision making is limited as many decisions are governed by policies and procedures established by the Board and beyond the scope of the position.

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

Decisions that would require an interpretation of the policy of the Michigan Gaming Control Board; situations that are unique to established schedule, rules and policy; decisions that require expenditure of agency funds; and decisions that require knowledge or information in which a temporary student assistant would not have experience.

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.

Standard office setting and physical exertion, with some bending, stooping, moderate lifting of 25 lbs and extensive computer use. Occasionally may be required to travel to Board Lansing/Detroit offices and in Detroit-based casinos, where employee may be exposed to high concentration of tobacco smoke and noise.

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 above.

23. What are the essential functions of this position?

This position assists Board staff in all areas, including special projects, copying, filing, scanning, answering telephone, populating databases, and any other duties as required by staff.

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

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

The work area comprises the Administration & Indian Gaming Division, the Casino Audit & Enforcement Division, the Licensing & Regulation Division, and Legal Affairs & Gaming Regulation Division of the Michigan Gaming Control Board, which licenses, regulates, and enforces non-tribal casino gambling, oversees tribal gaming, and licenses and regulates pari-mutual horse racing and millionaire party charitable gaming events in the State of Michigan. This position primarily functions to assist the Detroit Administrative Services and all other agency staff as necessary.

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:

- Knowledge of proper office practices and procedures.
- Proficiency with computers and other office equipment.

- Knowledge of proper telephone etiquette, ability to communicate effectively and to deal with public using tact and diplomacy.
- Ability to compose very routine correspondence.
- Ability to file and maintain records.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

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