

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

Position Code 1. SECRTYAE54R
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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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highways
4. Civil Service Position Code Description SECRETARY-A	10. Division Superior Region
5. Working Title (What the agency calls the position) Secretary	11. Section Newberry TSC
6. Name and Position Code Description of Direct Supervisor GARDNER, CORY R; ENGINEER MANAGER LICENSED-4	12. Unit Administrative Support
7. Name and Position Code Description of Second Level Supervisor JOHNSON, AARON D; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 14113 M-28, Newberry, MI 49868 / Mon - Friday 7:30 am to 4:30 pm

14. General Summary of Function/Purpose of Position

This position provides advanced secretarial and management assistance to the Transportation Service Center (TSC) Manager. The position also provides administrative support to the Newberry TSC, Sault Ste. Marie Welcome Center (WC) and the St. Ignace WC; coordinates and performs office activities in support of the on-going operations of the TSC, including financial obligations; and provides customer service for telephone and walk-in customers. Provide in-person coverage up to 5 days a week.

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: 55

Serve as the management assistant to the TSC manager and provide support to staff.

Individual tasks related to the duty:

- Serve as the liaison between management and staff by transmitting information, explaining appropriate work instructions and following up on assignment.
- Represent Newberry TSC by receiving telephone calls, providing receptionist coverage (in-person up to 5 days per week), e-mails, etc. Respond appropriately and timely to inquiries and questions and forward concerns to the appropriate staff person. Coordinate phone coverage for the TSC to ensure 5-day coverage.
- Coordinate administrative duties with other clerical staff including bills, payroll, copying, permits, filing, and other duties as assigned.
- Compose, format, prepare and edit correspondence and reports with some latitude as to the content.
- Assist visitors and transport permit customers as needed.
- Prepare letters, memos, and forms from verbal, written or e-mail instructions.
- Assemble and summarize information from files, documents, newspapers, and other available resources for use by supervisor, staff, and others.
- Compile documents to be included with correspondence and make necessary copies and obtain required signatures. Maintain confidentiality.
- Proofread and correct prepared materials for correct grammar, spelling, punctuation, completeness and content.
- Schedule supervisor's calendar of activities by making commitments for meetings, conferences, and speeches. Prepare minutes of meetings from notes or recordings and update supervisor on status of issues before scheduled meetings.
- File documents and correspondence including confidential material. Set up and maintain the filing system.
- Open, stamp, and distribute incoming mail and process all outgoing mail.
- Read incoming correspondence and reports, screening which can be personally handled and forwarding the rest to the proper staff.
- Operate mobile radio to transmit and receive communication from region employees.
- Receive and deliver incoming fax messages appropriately.
- Respond to messages for the TSC manager.
- Provide direct support for other TSC administrative staff, including the operations and/or construction sections, as directed by supervisor.
- Prepare minutes of meetings from notes or recordings.
- Post and maintain lane closures and restrictions entries for TSC work and projects in MDOT systems.
- Prepare and follow-up on damage claim notices associated with construction projects.
- Review and process contractor's certified payroll information. This includes consulting with the Construction Engineer and Office Tech along with preparing and sending certified letters for delinquent/deficient payrolls.
- Maintain restriction notice needs within the TSC for the statewide system Permit Restrictions Bulletins System (TFM).
- Maintain project coding reference sheets for active design and construction projects.

Duty 2

General Summary:

Percentage: 25

Process payroll, order supplies; process billings, payments and other financial documents.

Individual tasks related to the duty:

- Serve as a timekeeper responsible for the timely review and approval of employee timesheets ensuring compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures and ensuring accurate coding. Remain available throughout payroll processing and continuously run payroll queries to ensure all timesheets are timely completed and submitted through to the Office of Human Resources. Review and ensure equipment usage is tracked and entered appropriately. Assist employees with timesheet corrections.
- Determine needs for office supplies and process orders. Order and obtain authorization for special items from outside vendors, as requested.
- Serve as contact person for ordering special supplies through the MDOT Warehouse.
- Process all financial documents on SIGMA, including procurement cards and keep required documentation. Determine eligibility of procurement logs submitted by staff by applying rules and policy to approve processing transactions; submit to Contract Services Division (CSD) and continue to monitor through to completion.
- Create, evaluate, review, and process vendor invoices to facilitate the approval of payments through the electronic payment process. Develop procurement documents for solicitation of goods and services up to \$25,000.
- Review invoices to ensure accuracy and eligibility of the costs to determine and approval payment.
- Process payments to vendors for facility and service contracts, generate purchase documents, and ensure payments are complete and accurate and approve for payment. Follow up on status of payments when necessary.
- Compile, review, and monitor Newberry TSC and St. Ignace WC contracts, invoices, and other financial data.
- Process local agency maintenance contract costs on Local Agency Payment System (LAPS).
- Prepare procurement card details, verify coding, coordinate supervision approvals of procurement card details, distribute cards, maintain card inventories, maintain records and documentation. Train staff on usage, documentation and changes in policy. Enter procurement card information into state database and coordinate with Region and Lansing Staff on payments and approvals.
- Handle petty cash for the Newberry TSC.

Duty 3**General Summary:****Percentage: 10**

Assist and solve customers' inquiries and assist in measurement of TSC processes.

Individual tasks related to the duty:

- Respond positively to customer inquiries. Research answers as needed.
- Prepare reports which illustrate performance of TSC business processes.
- Prepare visual aids for speeches by TSC employees.
- Gather data from surveys or perform research on special subjects or projects.
- Review transport permit applications to determine if prescribed requirements are met for approval.
- Provide support to the TSC manager in the development and communication of information to local groups, agencies, the media, legislators and internal and external customers.
- Design customer relations processes and materials for the TSC. Represent MDOT at meetings, local functions and events to promote favorable public image and make presentations using visuals and graphic displays for this position and other TSC staff. Prepare written responses to external inquiries from customers, local agencies, legislators, or others as delegated from the TSC manager.
- Coordinate the Adopt-a-Highway program. Assist public, mail informational brochures, distribute vests, bags and videos.

Duty 4**General Summary:****Percentage: 5**

Oversee TSC building maintenance, maintenance of files and office equipment.

Individual tasks related to the duty:

- Operate, maintain, and supply standard office machines such as computers, copiers, printers, postage machines, and fax machines.
- Contact necessary vendors when TSC building needs maintenance (e.g., heating or cooling issues, electrical issues, etc.)
- Contact vendors or manage contracts for necessary services such as shredding, janitorial or lawn maintenance.
- Coordinate travel log reporting.
- Coordinate annual staff forms for the entire Newberry TSC coverage area.
- Coordinate requests from the Region such as training or gathering information.
- Coordinate inventory processes for the TSC.
- Set up appointments for repairs of vehicles and other equipment. Maintain files.
- Report necessary vehicle data in the M5 Vehicle Maintenance Program.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Assist with the preparation of position descriptions and paperwork associated with transferring, hiring or separating employees.
- Assist Region Personnel Liaison with work backlog and assigned tasks.
- Assist staff with new hire orientations.
- Schedule applicants for interviews.
- Maintain confidentiality.
- Participate in Newberry TSC, Superior Region, and/or statewide teams to ensure alignment as assigned.
- Assist other TSCs and the Region with similar administrative duties.
- Assist in the hiring process for the TSC and WCs including scheduling interviews, compiling interview packets, and hand delivering Conditional Offers of Employment in collaboration with the Personnel Liaison or technician.
- Provide support to staff regarding the processes for safety shoe reimbursement, travel/expense vouchers, prescription eyewear, accident/injury reporting, updating personal information (e.g., direct deposit), password resets, etc.
- Other duties as assigned.

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

Work independently to organize and prioritize to accomplish tasks to meet deadlines. Make decisions and use discretion when directing incoming calls. When supervisor is out of the office and a communication is received which warrants immediate action rather than waiting for the supervisor to return. Whenever possible identify, recommend, and implement improvements in the work methods and materials utilized in the position.

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

When instructions are not clearly understood or interpretation of department policy is needed. When obstacles prevent the completion of a task.

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.

Typical duties associated with an office environment include remaining in a stationary position for extended periods of time and extensive use of a computer. Occasionally driving long distances. Close working conditions require intense concentration due to the numerous interruptions throughout the day. Position may require availability outside normal working hours based on operational needs.

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):

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|---|--|
| ☐ 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?

This position provides advanced secretarial and management assistance to the TSC Manager. The position also provides administrative support to the Newberry TSC, Sault Ste. Marie WC and the St. Ignace WC; coordinates and performs office activities in support of the on-going operations of the TSC, including financial obligations; and provides customer service for telephone and walk-in customers. Provide in-person coverage up to 5 days a week.

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 Newberry TSC administrates key MDOT business processes and contracts. The position is essential to all administrative support duties.

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:

Knowledge of:

office practices, procedures, and computer software programs.

the organization and composition of letters, minutes, reports, charts, and spreadsheets.

Ability to:

follow, apply, interpret, and explain instructions and/or guidelines.

make decisions and take appropriate actions.

meet schedules and deadlines of the work area.

work independently, and as a member of a team.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

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.

ASHLEY PARSONS

8/27/2026

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