

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

Position Code 1. SECRTRYAI98R

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 STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Field Services Bureau
4. Civil Service Position Code Description SECRETARY-A	10. Division Seventh District
5. Working Title (What the agency calls the position) Post Secretary	11. Section
6. Name and Position Code Description of Direct Supervisor ROTHENBERGER, CARL H; STATE POLICE FIRST LIEUTENANT	12. Unit Post
7. Name and Position Code Description of Second Level Supervisor BUSH, MICHAEL W; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 563 S OTSEGO AVE; GAYLORD, MI 49735 / Monday - Friday / 8 a.m. until 5 p.m.

14. General Summary of Function/Purpose of Position

Provide management assistance to the post commander and administrative/secretarial support to post personnel; coordinate post operations on behalf of commander while maintaining confidentiality with documents and information received at the post; act as liaison between post commander and staff; type/compose letters, memoranda, reports, minutes of meetings, numerical data, incident reports, and dictating records; proofread and correct prepared material; sort and distribute incoming mail; operate standard office equipment; receive/make telephone calls at post; establish and maintain office files, logs, indexes; prepare financial reports; determine needs and order office supplies; oversee timekeeping; track trooper and sergeant overtime; and assist in budget preparation and management. This position must perform functions in a bias free manner.

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: 65

Acting as a management assistant, provide administrative support for the post commander and post personnel; coordinate post operations on behalf of the post commander; prepare reports and correspondence.

Individual tasks related to the duty:

- Compose/prepare and edit correspondence, letters, and memos for post commander, based on knowledge of the supervisor's point of view, related to issues at the work site, which could include correspondence to the public, other police agencies, vendors, and legislators.
- Prepare and edit routine correspondence and reports with some latitude for content and/or from verbal instructions for F/Lieutenant, Sergeants, D/Sergeants, and Troopers.
- Prepare documents for new and transferred F/Lieutenant, Sergeants, D/Sergeants, and Troopers when transferred/reassigned to post.
- Track sergeant and trooper overtime budget expenditures.
- Complete PD-89's for sergeants and troopers and enter into SIGMA.
- Proofread material submitted by post personnel and make recommendations on content, format and proper grammar to ensure professional quality and compliance with department's policies.
- Type confidential correspondence for the post commander, assistant post commander and sergeants, possibly including probationary personnel, complaints against post personnel, background Investigations, etc.
- Review incoming correspondence and disseminate to the appropriate personnel.
- Receive post bills from mail and/or post personnel.
- Contact suppliers when necessary.
- Compute and prepare travel expense vouchers for post personnel, review and contact originator of voucher for corrections, if needed.
- Payment of post bills through SIGMA system, making sure payment has not already been made. Print copies of all vouchers and maintain a file for post bills.
- Investigate and resolve disputed bills.
- Prepare purchase requisitions for new equipment.
- Enter time in SIGMA for post personnel; prepare PD-89's for time accounting and payroll; maintain overtime spreadsheets for troopers, sergeants, and grants.
- Order and process intake of supplies.
- Receipt and payment of bills.

Duty 2

General Summary:

Percentage: 20

Preparation and maintenance of post records.

Individual tasks related to the duty:

- File post criminal, general and accident complaints consisting of open, closed, inactive, major case, master files, time accounting, signature files, officer's daily's, post and departmental correspondence and polices, and correspondence files for the post commander.
- File lab and toxicology reports – make necessary copies, distribute to proper personnel, make journal entries on complaint, file original with master file and post complaint.
- Prepare new year files, labels, folders for open, inactive, and major case files.
- File and maintain photos electronically. Maintain and file citations, master file documents, reports, and daily activity reports.
- Process year-end master file, boxing and shipping to Lansing as required.

Duty 3

General Summary:

Percentage: 5

Communication.

Individual tasks related to the duty:

- Act as liaison between post commander and staff, disseminating/communicating information on behalf of the post commander as needed.
- Make and receive telephone calls regarding repairs of office equipment, post bills, SIGMA entry, DIT requests for computer problems of post personnel, and miscellaneous work-related problems.

Duty 4

General Summary:

Percentage: 5

Mailings.

Individual tasks related to the duty:

- Open and/or distribute incoming mail to appropriate staff for action.
- Retrieve information, photocopy and respond to Freedom of Information requests for criminal reports, accidents; requests from insurance companies, attorneys, private citizens, and courts.
- Receive lab and toxicology reports, photocopy, distribute to appropriate personnel, make journal entries on UD-74's, and maintain complaint file.

Duty 5

General Summary:

Percentage: 5

Miscellaneous duties.

Individual tasks related to the duty:

- Serve as liaison between supervisor and staff by transmitting information and following up on assignments; attend meetings in place of supervisor, report on proceedings.
- Maintain post operational funds, flower, card, coffee, water, etc.
- Attend training seminars.
- Order and process intake of supplies.
- Other miscellaneous duties as assigned.
- Prepare original and supplemental reports from taped cassettes for Troopers, Sergeants, and D/Sergeants assigned to post. Prepare supplemental reports from journal entries at least once every six months or when needed.
- Prepare taped statements, interviews, confessions, application investigations, post personnel phone and address list; maintain area police department's contact information; prepare performance appraisals for troopers and sergeants on behalf of post commander.
- Gather data and information for projects, as assigned; summarize information; prepare reports, and send significant criminal reports to district command on behalf of post commander.

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

- Review incoming correspondence and distribute to appropriate personnel.
- Edit content, grammar, and spelling of reports and correspondence to ensure professional quality and compliance with department policies.
- Preparation of new fiscal year files.
- Purchase essential supplies.

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

Authorization of SIGMA payments, reports, purchases, SIGMA timekeeping, memos, and applicant investigations.

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 office environment. Sitting at a desk, standing to make photocopies, filing, bending, stooping, balancing, kneeling, crouching, reaching, lifting, carrying, and walking.

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?

Every task listed is essential operational/administrative support for post operations. Failure to provide these management assistant functions would have an immediate and detrimental impact on the ability to deliver efficient police services in the region serviced by the post.

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

Updates include, removal of the administrative assistant language and updated to match all other agency position description in order to be composite. Updating for verification that this PD has been reviewed and approved for CALEA standards.

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

This work area is responsible for providing law enforcement services to a specific region in the state with the implementation of the Regional Policing Plan. This position provides management assistance to the commanding officer of the post.

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:

Experience with various software programs, especially Microsoft Office applications. Keyboard and computer skills, command of the English language and grammar are necessary, good communication skills and ability to operate standard office equipment.

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.

ASHLEY ALVARADO

7/21/2025

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