

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) Highway Operations
4. Civil Service Position Code Description SECRETARY-E	10. Division University Region
5. Working Title (What the agency calls the position) Construction Secretary	11. Section Jackson Transportation Service Center (TSC)
6. Name and Position Code Description of Direct Supervisor WALLACE, KELBY M; ENGINEER MANAGER LICENSED-4	12. Unit Administration
7. Name and Position Code Description of Second Level Supervisor LOSCH, GREGORY M; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2750 E Elm Road, Jackson, MI 49201 / Monday-Friday, 7:30 am - 4:00pm (hours may vary)

14. General Summary of Function/Purpose of Position

The position provides secretarial support to the Construction unit, Permits section, and Mason Garage section of the Jackson TSC. Some of the secretarial duties include, but are not limited to, prepare and maintain office records; schedule meetings; payroll/timekeeping processing; accounts payable and purchase processing; prepare and/or review correspondence and reports; provide customer service via email, assist walk-in customers, and customers that call in; office communications including incoming calls, emails, and mail/shipments; maintain office supplies and office equipment. In addition, the position is responsible for assisting the lead TSC Secretary 9 and supporting all operations and functions of the Jackson TSC.

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: 60

Provide secretarial support to the Construction unit, Permits section, and Mason Garage section of the Jackson TSC.

Individual tasks related to the duty:

- Represent the TSC by receiving telephone calls, providing receptionist coverage (in-person), e-mails, etc. Respond appropriately and timely to inquiries and questions.
- Represent the Jackson TSC by responding appropriately to inquiries or questions.
- Compose and type routine letters, memoranda, reports, minutes of meetings, scientific or technical material, numerical data, charts and forms from instructions.
- Process and respond to TSC construction related damage claims. Initiate necessary follow-up to ensure contractor responsiveness for construction related claims.
- Schedule, draft invites, record and distribute meeting minutes for construction related meetings.
- Ensure that TSC vehicle and equipment charges are properly recorded in appropriate monitoring systems. Track vehicle and equipment maintenance needs and assist with upkeep.
- 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.
- Post and maintain lane closures and restrictions entries for TSC work and projects in MDOT systems.
- Serve as the training coordinator at the TSC.
- 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.
- Order and obtain authorization for special items from outside vendors, as requested.
- Assist the public in obtaining permits and provide guidance with the adopt-a-highway program.
- Assist the Construction Engineer Supervisor with bi-weekly overtime balancing and summary records.
- Process financial documents in Statewide Integrated Management Application System (SIGMA) and keep required documentation, including, but not limited to invoices, purchase orders, requisitions, and delivery orders.

Duty 2

General Summary:

Percentage: 30

Support all TSC functions and assist the Lead TSC Secretary 9.

Individual tasks related to the duty:

- Greet customers either in person or by phone in a pleasant manner.
- Direct customers to the appropriate work area of MDOT to assist in providing a timely and efficient response to their inquiry.
- Schedule meetings and conference rooms.
- Prepare and process Sigma procurement related activities, including DO, IN, PRC, RQN, OC and SRQ documents. Keep required documentation, including, but not limited to, invoices, purchase orders, requisitions, and delivery orders.
- Compile documents to be included with correspondence, make necessary copies and obtain required signatures.
- Prepare letters, memos, meeting minutes and forms from for internal and external customers per the Michigan Department of Transportation (MDOT) Communications Manual.
- Maintain confidentiality of documents and information received.
- Proofread and correct prepared materials for correct grammar, spelling punctuation, completeness and content.
- Assist the Lead TSC Secretary 9. Tasks include but are not limited to maintaining computer accounts, maintenance and reporting of equipment, travel needs, scheduling of training, etc.
- File documents and correspondence including confidential material.
- Sort, open, and distribute incoming mail to staff; associate incoming correspondence with files or related materials needed for meetings, correspondence, reports, etc.
- Process outgoing mail.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Assist the TSC Manager, Operations Engineer Supervisor and Construction Engineer Supervisor with administrative tasks for MDOT projects upon request, including annual Traffic Summits.
- Participate in region and statewide teams and projects to ensure alignment as assigned.
- Coordinate with internal and external partners of MDOT for the completion of project and administrative tasks.
- 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.

When supervisor is out of the office and a communication is received which warrants immediate action rather than waiting for the supervisor to return. Determine responses to public and employee questions and concerns without revealing confidential information or sensitive details.

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. New situations not dealt with before and when unsure of supervisor's viewpoint. Priority of work assignments when in conflict. Questions that could be politically or professionally sensitive.

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.

Ability to transport materials and/or supplies which would include occasional lifting, stooping, and bending. Position requires extensive use of a computer. Ability to exercise good public relations under sometimes adverse conditions is required. Occasional travel to attend training, seminars, meetings that could involve overnight stays is required. 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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| ☐ 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?

Yes.

23. What are the essential functions of this position?

The position provides secretarial support to the Construction unit, Permits section, and Mason Garage section of the Jackson TSC. Some of the secretarial duties include, but are not limited to, prepare and maintain office records; schedule meetings; payroll/timekeeping processing; accounts payable and purchase processing; prepare and/or review correspondence and reports; provide customer service via email, assist walk-in customers, and customers that call in; office communications including incoming calls, emails, and mail/shipments; maintain office supplies and office equipment. In addition, the position is responsible for assisting the lead TSC Secretary 9 and supporting all operations and functions of the Jackson TSC.

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 Jackson TSC is responsible for all state trunklines in Jackson, Lenawee and Hillsdale counties which provides customer service to public, contract counties, business agencies, and municipalities. The demand for our services fluctuates seasonally within each work unit and the ability to prioritize and assign the employee tasks to meet our greatest need will ensure the successful implementation and operation of our TSC services and products. The position is essential to all administrative 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 7

Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support 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:

Knowledge of:

- office practices, procedures, equipment
- spelling and punctuation
- composition of business correspondence
- customer service, workflow, organization, business correspondence including reports with numerical material
- computer software programs (Microsoft Office Suite, SIGMA, LAPS, NeoGov, HRMN, etc.)

Skilled in:

- good typing skills and computer experience

Ability to:

- follow, apply, interpret and explain complex instructions and/or guidelines
- communicate effectively
- compose routine correspondence and reports
- use diplomacy and discretion
- perform mathematical calculations
- determine work priorities
- work under stressful conditions
- explain instruction and guidelines to others effectively
- work independently
- maintain positive attitude and interaction with the public
- maintain confidentiality
- exercise good public relations under sometimes adverse conditions is required

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.

N/A

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

CHRISTINA TIJERINA

Appointing Authority

9/22/2026

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