

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

Position Code 1. SECRTYAM64R
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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 DOC-MUSKEGON FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Secretary-A	10. Division Muskegon Correctional Facility
5. Working Title (What the agency calls the position) Deputy Warden's Secretary	11. Section Deputy Warden's Administration
6. Name and Position Code Description of Direct Supervisor WINGER, JEANINE R; STATE DEPUTY WARDEN-1 15	12. Unit Deputy Suite
7. Name and Position Code Description of Second Level Supervisor SCHIEBNER, JAMES; SENIOR EXECUTIVE WARDEN-17	13. Work Location (City and Address)/Hours of Work 2400 S. Sheridan Rd., Muskegon, MI 49442 / 8:00 a.m. - 4:30 p.m. M-F

14. General Summary of Function/Purpose of Position

This position coordinates office activities and performs all aspects of secretarial support to the Deputy Warden at the Muskegon Correctional Facility, a level II facility housing 1,338 male prisoners. This position coordinates office activities, schedules meetings, prepare and maintain office records, reports and correspondence on behalf of the Deputy Warden. This position receives monitors, evaluates and prioritizes incoming verbal communication and written documentation. This position handles confidential information. This position will interpret policies and procedures, their supervisor's point of view, and serving as a liaison to staff and management. This position may be required to conduct research and prepare materials for managerial decisions and participate in management assistant activities. This individual also completes special projects and other duties as assigned. This position may also provide back-up coverage for the Warden's Secretary, when needed.

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: 40

Oversee the work of the Deputy Warden's Office and coordinate work with other units responsible to the Deputy Warden. Prepare statistics for monthly reports and track due dates and follow-ups for the Deputy Warden's office.

Individual tasks related to the duty:

Receive reports from other areas, log, track, distribute and maintain files. Prepare monthly and quarterly statistical reports. Review the reports and categorize. Proof reports for content completeness, grammar, spelling and typos, and signatures of each involved staff. Track or request reports when there is indication another report is required. Research data and prepare monthly and quarterly reports. Assist in completing investigative reports for internal and external investigations, as required. Ensure that all confidential employee investigations are properly handled, including numbering sequence, follow up on report due dates. Ensure that all facility documents are retained as mandated in the Retention Schedule and that they are replicated for litigation as ordered by the courts.

Duty 2

General Summary:

Percentage: 30

Prepare confidential and non-confidential correspondence. Maintain files, relays information and inquires to and from Deputy Warden and staff according to Deputy's and Warden's viewpoint and knowledge of departmental and facility Policy/procedure.

Individual tasks related to the duty:

Schedule locations of meetings. Take, transcribe and distribute minutes of meetings. Compose correspondence and cover memos. Sort, scan, distribute, and copy as needed any incoming and outgoing mail. Scan kites for urgent/critical information and immediately making proper notifications. Bi-weekly payroll preparation. Prepare meeting minutes, correspondence, reports and other duties in the Warden's Office as back up to the Wardens secretary.

Duty 3

General Summary:

Percentage: 20

Serves as liaison between Deputy Warden and other administrative staff, the public, outside agencies and prisoners and prisoner families.

Individual tasks related to the duty:

Receives and screens telephone calls, provides information or refers callers to the proper staff. Answers inquiries requiring knowledge of procedure and/or Deputy's viewpoint. Composes letters, memorandums and reports, utilizing knowledge of instructions and/or guidelines. Provides assistance to outside agencies and prisoners by providing assistance and transmitting privileged or confidential information to authorized individuals requiring knowledge of the Deputy Warden's viewpoint and by using discretion. Chair policy and procedure review committee; distributing policies/procedures for review and update as necessary; track progress to ensure completion; prepare final copy for Department Head and Warden review and approval. Oversee Audit file review distributing to appropriate area(s) for completion; tracking progress to ensure completion.

Duty 4

General Summary:

Percentage: 10

Compile, organize and prepare reports.

Individual tasks related to the duty:

Compiles, organizes and prepares periodic reports. Summarizes or condenses written materials, meetings minutes, etc. Collects pertinent data from other work units responsible to the Deputy for reporting purposes. Prepares weekly and monthly statistical reports for the Deputy Warden, Warden and Central Office.

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

Disseminating information to appropriate personnel. Interpreting existing policy and procedure as it pertains to the Deputy Warden's area. Prioritizing work for the Deputy Warden's area. Answering family/prisoner questions regarding prisoners and facility rules. Directing information received regarding employees and residents to appropriate staff/department/agency.

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

Major decisions would be discussed with the Deputy Warden. When confidential information is requested or when information is requested regarding prisoners, which should or should not be provided. When new policies and procedures change activities and/or functions.

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.

Exposed to dangers inherent by working in a prison setting, within the confines of a secure area which includes direct contact with prisoners daily. Walk through a prison yard during yard time without an escort. Lift and carry record office files from one building to another. Also standing, climbing, lifting, stooping, crouching, carrying, reaching and bending. Conditions: heat, cold, wet, noise of office equipment, noise of building renovations.

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?

Assist the Deputy Warden in organizing and scheduling functions within this office. Maintains schedule and support duties for areas under the Deputies responsibility. Files and organizes reports, memos, policies and procedures. Maintains confidentiality of staff investigations, etc.

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

The position no longer functions as the Assistant Deputy Warden's Secretary but will no function as the Management Assistant to the Deputy Warden when the Muskegon Correctional Facility re-opens.

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

Deputies Office oversees all functions occurring within the confines of the facility. The Deputy Warden's secretary provides clerical and administrative support carrying out all functions of this office, maintaining confidentiality in all areas; types up court details as needed; take minutes and Mobilization critiques when needed. This position is an integral part of the operation and serves as a liaison between the Deputy Warden and various areas of the facility.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, etc., or to enter/retrieve/update information is an essential part of the work, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7. OR including one year equivalent to advanced 8-level administrative support work or equivalent to a Secretary E8, or Legal Secretary E8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of : Civil Service Rules; MDOC Employee Work Rules; Department Policy Directives; Facility Operating Procedures; Office practices, procedures and computer software programs; organization and composition of letters, minutes, reports, charts and spreadsheets. Knowledge of MDOC functions, goals and practices. Ability to: prioritize, follow, apply, interpret, and explain instructions, complex rules and/or guidelines; make decisions and take appropriate action; meet deadlines; communicate effectively; operate standard office equipment and coordinate the work of the unit.

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.

None.

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

Appointing Authority

7/31/2012

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