

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

<b>Position Code</b> 1. STUDASTEP23R
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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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Development
<b>4. Civil Service Position Code Description</b> Student Assistant-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Scanning Student	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> HORN, DONNA L; DEPARTMENTAL MANAGER-2	<b>12. Unit</b> Human Services Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> PARKER, DEMETRIUS; SENIOR MANAGEMENT EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. Ottawa Street, Lansing, MI 48933 / Hours vary, up to 129/calendar month
<b>14. General Summary of Function/Purpose of Position</b>  This position provides support for the Bureau of Development by sorting, scanning, and indexing various file types (e.g., paper, electronic, etc.) into a Record Management System or other file saving formats. Work with bureau retention analyst for information on files needing to be stored at the Record Center.	

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: 85**

Work with various units/staff within the Bureau of Development to sort, scan, and index bureau documents/information into a Record Management System or other file saving formats as instructed.

**Individual tasks related to the duty:**

- Transfer the hard copy of various documents into an electronic based system or other file saving formats.
- Sort, code, and separate documents in preparation for scanning.
- Scan prepared files into the system.
- Work with various staff for naming of files and where to store in the document management system or other file saving formats.

**Duty 2**

**General Summary:**

**Percentage: 10**

Perform quality control on all files scanned before saving in the document management system or other file saving formats as instructed.

**Individual tasks related to the duty:**

- Review all scanned files to ensure accuracy and clarity of file.
- Rescan any files that are blurry or unreadable.
- Work with various staff in the bureau to ensure the quality of files is sufficient.
- Once file is reviewed and accurate, save in the document management system or other file saving format.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Assist bureau retention analyst with files needing to be sent to the Record Center.
- Other duties as assigned by supervisor.

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

Position performs independently once training is completed, and assignments are made.

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

Any that affect or are guided by policy, procedures, standards, and retention schedules.

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 work at a computer for long periods of time; move heavy boxes; and bend, reach, stoop, stand, and/or traverse the building.

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. |

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?

This position provides support for the Bureau of Development by sorting, scanning, and indexing various file types (e.g., paper, electronic, etc.) into a Record Management System or other file saving formats. Work with bureau retention analyst for information on files needing to be stored at the Record Center.

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 unit manages and services personnel, administrative, and financial for the Bureau of Development. The executive division has the ultimate responsibility for administration in all matters pertaining to the Bureau, including all facets of the Design Division, the Development Services Division, the Environmental Section, and the Office of Major Projects.

This position assists the bureau's staff with the scanning and conversion of hard copies of documents to electronic documents and files them in a document management system or other file format as instructed. This position also coordinates files that need to go to the Record Center.

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

**EDUCATION:**

Current enrollment in 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:

- Office equipment or materials used in the work.

Ability to:

- Use a computer.
- Follow oral and written instructions.
- Communicate effectively with others.

**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.***

KELSEA COLE

1/12/2024

\_\_\_\_\_  
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