

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) Bureau of Development
4. Civil Service Position Code Description Student Assistant-E	10. Division Development Services Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Real Estate Services Section
6. Name and Position Code Description of Direct Supervisor HUHN, JENNIFER A/ABERNATHY, ANDREA; PROPERTY MANAGER-3	12. Unit Project Support Unit
7. Name and Position Code Description of Second Level Supervisor VANIS, TERESA R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 West Ottawa Street, Lansing, MI 48933 / M-F 7:30 a.m. – 4:30 p.m. (max 129 hours a month)

14. General Summary of Function/Purpose of Position

This position assists with various geographic information systems (GIS)/technical tasks in support of the right-of-way (ROW) map update project. Tasks include, but are not limited to, data entry, photocopying, scanning, faxing, filing, sorting, compiling, mailing, and creating/maintaining spreadsheets. This position is also responsible for assisting the Project Support Unit with processing of various records, files, and forms created and required in the unit.

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: 75

Provide support for technical/GIS duties.

Individual tasks related to the duty:

- Maintain spreadsheets and/or perform data entry.
- Ensure ROW map links on the website are properly set and correctly link to the ROW maps.
- Ensure quality control of source materials for ROW map updates by comparing the deed that is referenced on the map for the parcel and making sure the right one is connected in the Land Asset Management Data Application (LAMDA) and ensuring the Control Section and Job Number listed in LAMDA is the same as what is on the ROW map and on the deed.

Duty 2

General Summary:

Percentage: 20

Provide miscellaneous assistance to the Project Support Unit.

Individual tasks related to the duty:

- Review, sort, mail, and/or file documents.
- Scan, fax, and/or photocopy documents.
- Compile and/or process records, files, and forms.
- Provide other support as needed.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- 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.

This position is given direct guidance.

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

Whenever instructions are incomplete or inadequate to perform the work.

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 working in an office environment including interacting with staff and the public, operating photocopiers and scanners, and operating a computer for extended periods of time. 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?

This position assists with various GIS/technical tasks in support of the ROW map update project. Tasks include, but are not limited to, data entry, photocopying, scanning, faxing, filing, sorting, compiling, mailing, and creating/maintaining spreadsheets. This position is also responsible for assisting the Project Support Unit with processing of various records, files, and forms created and required in the unit.

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 Project Support Unit of the Development Services Division is responsible for all statewide Valuation activities, certification and reporting of all ROW activities; oversight of Local Public Agency right of way acquisitions, Quality Assurance, processing of all Division contracts; and the procurement, coordination and maintenance of the Division's equipment and IT hardware/software. This position assists with administrative duties for the unit.

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.

Current enrollment in a vocational or technical school, or post-secondary educational institution with a concentration in Urban or Regional Planning, Engineering, Resource Development, Statistics, Mathematics, Economics, Geography, or related field is preferred.

MDOT requires enrollment in at least six (6) credit hours per semester/term excluding summers and continuously enrolled and earning the required credits.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The fundamental principles of GIS preferred.
- Office equipment.

Ability to:

- Utilize a computer.
- Follow instructions.
- Work independently.
- Communicate effectively with others.
- Maintain favorable public relations.
- Work as part of a team.

**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.

ASHLEY PARSONS

1/28/2026

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