State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. STUDASTE

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** LICENSING AND REGULATORY AFF
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Michigan Liquor Control Commission
4. Civil Service Position Code Description Student Assistant-E	**10. Division** Licensing
5. Working Title (What the agency calls the position) Student Assistant	**11. Section** Licensing
6. Name and Position Code Description of Direct Supervisor ANTHONY, JACQUELINE L; DEPARTMENTAL MANAGER-2	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor ANTHONY, JACQUELINE L; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 7109 W Saginaw Hwy; Lansing, MI 48917 / Mon-Fri Varied - less than 30 hours weekly

14. General Summary of Function/Purpose of Position

This position provides general assistance to the Michigan Liquor Control Commission. This position assists with a variety of administrative support activities. This position may assist other MLCC divisions with special projects.

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:** **80**

Assist with a variety of administrative support activities.

Individual tasks related to the duty:

- Enter data into MLCC databases, Content Manager and AIMS.
- Run reports from MLCC databases, Content Manager and AIMS.
- Provide information to licensees regarding status updates.
- Receive, review, check and verify information on documents, forms, and other materials for accuracy.
- File, organize, sort mail.

Duty 2

General Summary: **Percentage:** **20**

Other duties as assigned

Individual tasks related to the duty:

- Assist MLCC with special projects

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

All work would be subject to supervisory review

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

Supervisor reviews and approves all work. Decisions are made on entries into MLCC databases, reports to be processed and appropriate information to disclose.

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.

The work conducted in a standard office environment.

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?

Assist the Michigan Liquor Control Commission in general administrative support.

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 primary function of the Liquor Control Commission is control of alcoholic beverage traffic and consumption in Michigan. The Commission's guiding philosophy is to make alcoholic beverages available while regulating their sale and distribution, in order to protect the rights and interests of all Michigan citizens. This is done through selective licensing and strict enforcement of the Michigan Liquor Control Code and Administrative Rules of the Commission. This position assists in basic administrative duties, to improve workflow processes.

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

EDUCATION:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

EXPERIENCE:

Student Assistant A
No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Good organizational, communication and computer skills.

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.

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**