

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

Position Code

1. STUDASTET30N

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 MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description Student Assistant-E	10. Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Forensic Services Department
6. Name and Position Code Description of Direct Supervisor RINNAS, DONNA Z; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor VANDENBERGH, ANDREA L; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work 8303 Platt Road, Saline, MI 48176 / as assigned; cannot exceed 129 hrs/calendar month

14. General Summary of Function/Purpose of Position

The student assistant position is a member of the Forensic Services (FS) department of the Center for Forensic Psychiatry (CFP) and performs a variety of administrative support and technical activities related to the academic field of criminal justice, psychology, or other social science, in support of the provision of forensic services to Center for Forensic Center colleagues, Michigan courts, attorneys, jails, defendants, and patients and their families.

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: 65

Receive training and experience in forensic services technical and administrative support activities.

Individual tasks related to the duty:

- Training and experience in the use of an electronic medical record and other software applications for the management of patient information and service activities.
- Training and experience in the review of court orders and required forensic services response.
- Determine and assemble police reports and related forensic services documents in support of scheduling and service provision; request documentation from jails, prosecutors or other court personnel as indicated.
- Timely and accurate documentation of correspondence and related materials in electronic medical record.
- Interpret and apply instructions and guidelines to resolve work problems.
- Receive requests for information, searches pertinent records for information needed, and compile information into report form as indicated.
- Perform related work as assigned.

Duty 2

General Summary:

Percentage: 25

General Clerical and Administrative Support to Forensic Services Department.

Individual tasks related to the duty:

- Types and prepares documents.
- Proofreads and edits materials for accuracy, completeness, grammar, and format.
- Enters, updates, and verifies information from electronic files.
- Organizes and maintains files.
- Handles and processes mail.
- Operates standard office equipment.
- Performs related work as assigned.

Duty 3

General Summary:

Percentage: 10

Perform special assignments, studies or projects related to the student's career or curriculum goals.

Individual tasks related to the duty:

- Identifies career and curriculum goals and collaborates with supervisor to determine special assignment or special project or study to complete related to forensic services work.
- Performs related work as assigned.

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

This position will work in collaboration with FS colleagues and under the guidance of department director. The position reports directly to the department director. This position makes decisions based on instructions given and based on department guidelines provided in its departmental procedures.

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

All decisions outside of the usual guidelines will require supervisor review.

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 position is a standard office environment that includes sitting, standing, stooping, and bending, and the use of computer equipment most of the time. There may be periodic deadlines or report requests that would require the ability to meet unexpected deadlines in a timely and efficient manner.

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):

- | | |
|---|--|
| ☐ 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?

Management prepared.

23. What are the essential functions of this position?

- Administrative and technical support for defendant and patient scheduling and provision of forensic services.
- Basic clerical and administrative support.
- Learning terminology and procedures related to provision of forensic services work.

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

New position.

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

The function of the work area is to perform all duties as they relate to processing and tracking of information and oversight of functions pertaining to evaluations, admissions, transfers, discharges, and related court hearings; and to provide technical assistance and provide consultation to all criminal and probate courts throughout the state, attorneys, jails, and clients and their families. Other functions of the work include monitoring and providing services to ensure compliance with patient's rights including special visits and access to the electoral process. This position receives training and experience in the provision of technical and administrative support functions to the Forensic Services department.

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:

As listed on the Civil Service Job Specification. In addition:

- Some knowledge of terminology and subject matter related to court system and mental health issues.
- Some knowledge of office equipment.
- Ability to use a computer and adapt to different software applications.
- Some proficiency in Microsoft Office Suite.
- Ability to follow oral and written communications.
- Ability to learn the work of the Forensic Services department.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**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.

The student must provide evidence of enrollment or acceptance to an educational institution.

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

EMILY WILLIAMS

3/27/2024

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