State of Michigan
Civil Service Commission

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

Position Code
1. SECRTRYEM18R

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-FIELD OPERATION REGION III
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Field Operations Administration (FOA)
4. Civil Service Position Code Description Secretary-E	**10. Division** Outstate Territory
5. Working Title (What the agency calls the position) Secretary	**11. Section** FOA-Outstate Region 8
6. Name and Position Code Description of Direct Supervisor BUSH, ERIN; PAROLE PROBATION MANAGER-2	**12. Unit** Calhoun County Justice Center
7. Name and Position Code Description of Second Level Supervisor PAROLE PROBATION MANAGER-4	**13. Work Location (City and Address)/Hours of Work** 161 E. Michigan Ave, Battle Creek, MI 49014 Monday – Friday / 8:00AM – 5:00PM

14. General Summary of Function/Purpose of Position

This position coordinates office activities and performs administrative support services for an MDOC FOA-Outstate parole/probation office. A substantial part of the function/purpose of the position is to coordinate and maintain legal orders and activities. This position serves as a contact between the court, county, and MDOC for setting up presentence investigations and updating legal orders in OMNI and COMS based on Judges' sentencings. This position edits and creates reports, warrants, etc., utilizing various software; and serves as the Law Enforcement Information Network (LEIN) Terminal Agency Coordinator.

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**

Serve as a Contact between the court, county, and MDOC. Set up presentence investigations and update legal orders in OMNI (Offender Management Network Information) and COMS (Correctional Offender Management System) based on Judges' sentencings.

Individual tasks related to the duty:

- Create/generate orders, make any copies necessary, and send emails. This includes orders of probation, warrants, summons, discharges, etc. to secure signatures between MDOC and Court.
- Enter all data from sentencings into OMNI and COMS to create the legal order. Communicate with the court to confirm accuracy of the sentencing information and clarify any concerns. Receive documents from court following sentencing and make corrections as ordered by the Judge to the PSI.
- Prepare files for court and distribute documents to Judges, Prosecuting Attorneys, County Clerk and Sheriff's Office. This includes all presentence/violation reports, orders, and warrants.
- Track adjournments and date changes for sentencings.

Duty 2

General Summary: **Percentage: 20**

Provide administrative support assistance and office coordination activities to the parole/probation office staff. Perform these activities utilizing computer databases and software including, OMNI (Offender Management Network Information), LEIN (Law Enforcement Information Network), COMS (Correctional Offender Management System), OnBase/Hyland Utility Client, Statewide Integrated Governmental Management Applications (SIGMA), and Microsoft/Excel.

Individual tasks related to the duty:

- Enter/receive information in OMNI and COMS for assignments, including presentence investigations, specials, transfers and ICOTS (Interstate Compact Offender Tracking System).
- Run/print reports related to assignments and log assignments created and completed.
- Distribute assignments to Agents, to include transfers between offices, absconder warrants, violation reports, and presentence investigations upon completion.
- Create probation orders based on judge's sentencing and then distribute changes/orders to the court for approval before assigning to Agents for supervision.
- Set up agent supervision status and attach charges and create conditions in COMS.
- Interpret and apply instructions and guidelines to resolve questions related to work assignments/workflow.
- Audit staff timesheets as timekeeper in SIGMA and coordinate updates to timesheets as necessary with staff/supervisors.

Duty 3

General Summary: **Percentage: 15**

Provides receptionist duties for the parole/probation office.

Individual tasks related to the duty:

- Handle public queries, receive and refer visitors and telephone calls to appropriate party.
- Provide information concerning the Department, clientele, etc. to the public from computer or written material.
- Work with clients/public requesting services to resolve problems related to the request.
- Answer phones; take messages. Enter information for notes if necessary.
- Collect mail, create monthly reports, file, office orders/supplies, prep court documents, print documents (dockets, calendars, etc.).
- Bill/budget office accounts, where applicable, utilizing local practices.
- Scan and send documents for reports and inner office information.
- Operate manual and/or electronic standard office equipment such as calculators, copy machines, etc.
- Receive, sort, log, code, batch, route, and/or distribute mail and other materials by hand, or fax machine to appropriate person(s).
- Attend meetings and take meeting minutes.

Duty 4

General Summary: **Percentage: 15**

Organize and maintain general office files, equipment, policies/procedures, and calendars.

Individual tasks related to the duty:

- File/retrieve records, reports, or correspondence by numerical, alphabetical, or subjective arrangements.
- Update and purge files using the proper records retention disposal schedule.
- Maintain manuals of policy directive, regulations, procedures, and operational memorandums.
- Maintain inventory records of office supplies, equipment, and outside services (care packages, bus/gas cards, etc.).
- Order all supplies and equipment or other office materials as needed.
- Complete annual required state training and maintain policies.
- Update office calendars.
- Maintain inter-office manuals, directories, and forms.

Duty 5

General Summary: **Percentage:** **5**

Serve as Law Enforcement Information Network (LEIN) Terminal Agency Coordinator.

Individual tasks related to the duty:

- Attend all required training and provide training instruction and assistance to all staff in the office.
- Review all query logs to ensure the use of Law Enforcement Information Network by all staff is appropriate and report misuse, if necessary. Maintain all training records of staff and vendors where needed.
- Ensure Criminal Justice Information Security policy is reviewed and signed by all staff and vendors.
- Responsible for compilation of documents required for Law Enforcement Information Network audits including the audit with Michigan State Police Law Enforcement Information Network Field Services.
- Run criminal history and warrant checks for LEIN requestors.
- Maintain security of office area, printers, and files within MDOC LEIN policy and Michigan State Police Criminal Justice Information policies.

Duty 6

General Summary: **Percentage:** **5**

Organize and prepare any reports requested for weekly, or month-end information.

Individual tasks related to the duty:

- Compile data for reports and/or billing in response to specific requests or instruction.
- Assemble materials and type special reports and correspondence.
- Receive request for information, search pertinent records as needed and compile into report form.
- Prepare month-end reports for the office, which include case movement logs, Parole/Probation reports, and supervisor/manager reports.
- Collect and organize statistical data concerning resident transfers and population, resident employment, new and existing community facilities and cost ratios.
- Accumulate and tabulate statistical material.

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

Decisions that are made independently involve distributing assignments to agents. This decision is based on points and workload units and affects the Agents average points as well as the overall numbers for MDOC. Occasionally there are special circumstances that will involve the Supervisor.

All decisions regarding office maintenance, such as, office supplies, equipment repairs, and vendor communication, including court administration, are all made independently and affect the function of the office for agents and clerical.

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

Decisions that require a supervisor’s review include all reports created by MDOC, which include transfers between offices, absconder warrants, violation reports and presentence investigation reports being ready for distribution. The supervisor must approve them as an incomplete report affects the sentencing process for the court and the agent’s time.

Any decisions that are not clearly defined in Policies and Procedures.

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.

Physical effort that is used to perform this job includes the ability to kneel and sit/stand for 8 hours a day, including occasional climbing, balancing, reaching, and bending. The ability to read, type, write and speak clearly are also required to

be able to edit and create reports, email, and answer phones. Occasional lifting and carrying of objects weighing less than 30 pounds and frequent lifting and carrying of objects less than 5 pounds.

This position is exposed to indoor environmental conditions. Most activity is performed at a desk in front of a computer or at file cabinets (where kneeling or squatting may be required). 85% of the time is spent at a desk/computer in fairly comfortable conditions. 15% of time may be spent filing or walking (up and down stairs) to other departments for documents and mail. This position is one in which the incumbent has regular unsupervised access to and direct contact with prisoners, probationers, or parolees.

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 coordinates office activities and performs administrative support services for an MDOC FOA-Outstate parole/probation office. A substantial part of the function/purpose of the position is to coordinate and maintain legal orders and activities. This position serves as a contact between the court, county, and MDOC for setting up presentence investigations and completing sentencings. Serves as Law Enforcement Information Network (LEIN) Terminal Agency Coordinator. Edits and creates reports, warrants, etc., utilizing various software. Answers phones and performs office duties, including answering questions regarding case supervision or status and management decisions to the general public. Assists the supervisor and maintains filing system for case records and office management. Maintains office supply inventory and requisition of appropriate materials. Responsible for accumulating and the tabulation of statistical material.

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

Requesting to update position in accordance with MCSC Regulation 4.01. The essential duties and tasks are being updated to accurately reflect the current duties of the FOA Secretary positions, as well as to create an updated PD template for all FOA-Outstate Secretary-E positions.

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

The Parole/Probation office completes a multitude of reports for the courts and parole board and supervises individuals that have been placed on supervision by the Courts and Parole Board.

This position serves an integral part in the process as the main point of contact for the office and assists in the completion and distribution of reports, supervision orders, discharges, and a multitude of other reports.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Secretary 7
Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience.

Secretary E8
Three years of office experience involving administrative support practices, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Awareness of MDOC Policy and Procedures.
Good organizational ability.
Good typing skills.
Able to work independently.
Excellent communication verbally and in writing.
Knowledge of MDOC programs.

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.

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

KATLYN SAYLOR | 2/20/2025

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**