

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-HURON VALLEY CORR COMPLEX
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Position Code Description SECRETARY-E	10. Division Mental Health Services
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor ; COMMUNITY HEALTH SERV MGR-2	12. Unit Women's Huron Valley Correctional Facility
7. Name and Position Code Description of Second Level Supervisor STANIFER, DAVID; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd. Ypsilanti, MI 48197 / Monday through Friday 8 am to 4:30 pm
14. General Summary of Function/Purpose of Position This position provides secretarial support for the interdisciplinary mental health team. This support includes taking and transcribing meeting minutes and dictation, composing, preparing and typing memos, reports, letters, etc., printing and processing reports from the Offender Management System (OMS), data entry into the Offender Management System (OMS) and into the team data base, retrieving information and files, both electronic and hard copy. This position's attendance at and minutes of staff meetings, treatment team meetings and other meetings is required. This position acts as the Involuntary Treatment Hearing Coordinator for the team. This position is responsible for coordination of general office duties, assistance in recruitment paperwork, scheduling appointments, processing mail, answering phones, and record keeping/filing.	

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

Prints and distributes reports on a daily basis and enters data in the Offender Management System (OMS). Enters same information into a database to track caseload and case manager. Provides organization, scheduling and maintenance for the proper flow of mental health screenings, appraisals and evaluations. Prepares for staff and treatment team meetings. Utilizes appropriate tools and resources including, but not limited to, a typewriter, computer/word processing skills, copiers, fax machines, scanners, etc.

Individual tasks related to the duty:

- Monitors daily local and Statewide data utilizing reports from the Offender Management System and if necessary, facility reports or information.
- Monitors arrivals ensuring appropriate mental health services appointments are scheduled.
- Utilizes the EPM scheduling component to schedule appointments and prepares callouts in OMNI for the appointments.
- Daily monitoring of completion of scheduled assessments.
- Responsible for printing reports (HC-111, HC-121, HC-141, HC-161, HC-171, HC-271 and HC-281) and reviews for need for further actions or forwards to team member for review.
- Enters data from the CHJ-246 & CHJ-194 into OMS.
- Enters information from the MHRs into database and runs reports on same for monthly reports or as needed.
- Provides data and other reports as requested or assigned.
- Assigns patient to case manager under direction of the Unit Chief/Supervisor.
- Runs data queries and INSTYTE reports weekly noting those that are for facility/team and distribute to clinicians.
- Prepares agendas and handouts for staff meetings, takes and types minutes. Prepares schedule for Treatment Team meetings.

Duty 2

General Summary:

Percentage: 15

Acts as Involuntary Treatment Hearing Coordinator for all PA 252 hearing required for team's prisoners. Coordinates and schedules hearing, appoints panel and advisor, prepares paperwork and distributes, tracks initial, 90 and 180 hearings.

Individual tasks related to the duty:

- Checks timelines, appoints panel and advisor; schedules hearing when notified hearing is required.
- Notifies PA 252 Statewide Coordinator of need for hearing and receives hearing number.
- Prepares all necessary documents per Operating Procedure.
- Informs panel and advisor of their roles and duties. Informs custody staff of hearing and need for transport of inmate.
- Coordinates hearing, including recording of same. Distributes documents before and after hearing appropriately.
- Files PA 252 documents promptly in health record.
- Arranges for advisor to distribute appeal response to prisoner if hearing decision was appealed.

Duty 3

General Summary:**Percentage: 15**

General office duties as secretarial support to the Treatment Team.

Individual tasks related to the duty:

- Gathers and collates information.
- Retrieves and delivers prisoner's medical records as required.
- Makes copies, scans documents, prepares and sends faxes.
- Proofreads and corrects prepared material for layout, spelling, grammar, and punctuation.
- Opens, sorts, scans and distributes incoming mail.
- Answers incoming telephone calls, takes messages, refers phone calls to appropriate staff.
- Knows and abides by the confidentiality policy of the Department.
- Screens calls and answer inquiries requiring a knowledge of policy and procedure and supervisor's viewpoint.
- Calls for service on equipment (i.e., printer, computer, phones, copier, fax) when malfunctioning or for general maintenance.
- Orders supplies and treatment materials for office and therapy needs. Ensures orders are received and troubleshoots when necessary to locate missing/incomplete orders.
- Completes other general office duties as assigned.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned

Individual tasks related to the duty:

- Completes required MDOC and MHS annual training.
- Completes additional job specific training as required.
- Performs other related duties as requested by MHS Director or Assistant MHS Director, policy, procedure or Civil Service job description.
- Serves on committees as assigned, appointed or elected.
- Maintains drug and alcohol free condition at work as required by policy and provides necessary test samples when required.
- Complies with any lawful request from custody during mobilizations and other emergencies.
- Follows all policies, procedures, protocols and guidelines.
- Maintains acceptable time and attendance.

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

The person in this position functions very independently, referring emergency and information calls to appropriate staff. The position deals with a great amount of confidentiality and requires extensive knowledge of the laws, policies, protocols and procedures relating to such.

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

Decisions regarding personnel issues or specific confidential information. At times, the priority of work will be determined by the Unit Chief/Supervisor.

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 activities include considerable sitting; some standing, walking, reaching, lifting, carrying; minimal bending. This position is located inside the secure perimeter of a prison facility and has daily contact with prisoners resulting in the potential for physical harm and possible exposure to communicable disease.

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. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

The entry of Mental Health Services data into the OMS tracking system, the team data base and the retrieval of information from both systems, general office duties and assistance to the Mental Health Services clinical team. Secretarial support, control of documents, communication center and control of the flow of communications.

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

Updating PD to appropriately reflect current job duties.

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

To provide mental health services to prisoners experiencing mental illness. The position supplies support to staff delivering the treatment services and coordinates communications throughout the team.

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:

Knowledge of the format, organization, and composition of business letters, reports, and memoranda.

Knowledge of Word, Excel, Access and PowerPoint. Skill and ability to type 40 net words per minute.

Knowledge of the operation of and ability to operate and maintain standard office equipment.

Knowledge of correct English usage and grammar, filing and general record keeping.

Ability to compose routine correspondence and compile reports and create media such as letters, memos, presentations, charts, graphs, databases, and spreadsheets.

Ability to proofread for accuracy, grammar and format and to select and compile data for reports/correspondence.

Ability to collect, alphabetize, code, numerically rank, file, sort, and batch documents.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to communicate effectively.

**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.

PAUL DEAN

1/15/2019

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

