

1. Position Code
WRDPASTEE R

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) COMPOSITE - WORD PROCESSING ASSISTANT POSITION	8. Department/Agency Corrections
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Field Operations Administration
4. Civil Service Classification of Position Word Processing Assistant 5/6/E7	10. Division Metropolitan Territory
5. Working Title of Position (What the agency titles the position) Word Processing Assistant	11. Section Parole/Probation
6. Name and Classification of Direct Supervisor Secretary Supervisor 10/Office Supervisor 10	12. Unit
7. Name and Classification of Next Higher Level Supervisor Parole/Probation Manager 15	13. Work Location (City and Address)/Hours of Work 8:00 Am-5:00 Pm - Monday-Friday

14. General Summary of Function/Purpose of Position

Employee performs clerical assignments in an office where typing using an electronic typewriter and/or computer is a substantial part of the work. Transcribes reports from mechanical dictating equipment. Files, answers telephones and performs a receptionist's duties as needed. Is responsible for maintaining filing system for case records and office management. Answers questions relative to case status and management decisions to the general public. Maintains office supply inventory and requisitions appropriate material. This is a composite position description for word processing assistant 5/6/E7. Word Processing Assistant 5 is the entry level; Word Processing Assistant 6 is the intermediate level; and Word Processing Assistant E7 is the experienced level.

For Civil Service Use Only

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 70

Types and/or transcribes material using either a typewriter or computer with word processing/data processing software.

Individual tasks related to the duty.

- Types routine letters, reports, or memoranda according to instructions or guidelines using an electronic typewriter and/or computer.
- Types forms, records, correspondence, reports, technical material, numerical data, tabular information, and charts from rough draft or corrected copy, recorded voice dictation, or specific verbal or written instructions.
- Proofreads and edits prepared materials for grammar, spelling, punctuation, and format.
- Receives, checks, and verifies information on documents, forms, and other materials for accuracy and completeness.
- Receives, sorts, logs in, codes, batches, routes, and/or distributes mail and other materials by hand, FAX or machine to proper persons.
- Interprets and applies instructions and guidelines to resolve work problems.

Duty 2

General Summary of Duty 2 % of Time 10

Provides receptionist duties on a regular or occasional basis.

Individual tasks related to the duty.

- Receives and refers visitors and telephone callers to appropriate persons.
- Gives out factual information concerning the Department, clientele, etc. to the public from computer or other written material.
- Takes messages.
- Schedules appointments.
- Works with people requesting services to resolve problems related to the request.

Duty 3

General Summary of Duty 3

% of Time 10

Organize and maintain general office files.

Individual tasks related to the duty.

- Files and retrieves records, reports, or correspondence on computer databases or other standard systems by numerical, alphabetical, or subjective arrangements.
- Update and purge files in accordance with Department Policy and Procedure.
- Maintain manuals of Policy Directives, Bureau Regulations, Procedures and Operational Memorandums.
- Maintain inventory of office supplies, equipment and other material.
- Order supplies, equipment or other office material as needed.
-

Duty 4

General Summary of Duty 4

% of Time 10

Perform other duties as assigned.

Individual tasks related to the duty.

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Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

-

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

-

<p>16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.</p> <p>The position performs a full range of typing and related assignments using an electronic typewriter and/or computer and uses judgment in making decisions where alternatives are determined by established policies and procedures.</p>										
<p>17. Describe the types of decisions that require your supervisor's review.</p> <p>Any decisions that are not clearly defined in Policies and Procedures.</p>										
<p>18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.</p> <p>1.Frequent periods of standing, sitting, stooping, reaching and bending.</p> <p>2.Occasional climbing, balancing, kneeling, crouching, crawling and walking.</p> <p>3.Occasional lifting and carrying of objects weighing less than 30 pounds.</p> <p>4.Frequent lifting and carrying of objects weighing less than 5 pounds.</p>										
<p>19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;"><u>NAME</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>CLASS TITLE</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>NAME</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>CLASS TITLE</u></th> </tr> </thead> <tbody> <tr> <td style="height: 100px; vertical-align: top; border-right: 1px solid black; border-bottom: 1px solid black;">None</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </tbody> </table>	<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>	None					
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None										
<p>20. My responsibility for the above-listed employees includes the following (check as many as apply):</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Complete and sign service ratings.</td> <td><input type="checkbox"/> Assign work.</td> </tr> <tr> <td><input type="checkbox"/> Provide formal written counseling.</td> <td><input type="checkbox"/> Approve work.</td> </tr> <tr> <td><input type="checkbox"/> Approve leave requests.</td> <td><input type="checkbox"/> Review work.</td> </tr> <tr> <td><input type="checkbox"/> Approve time and attendance.</td> <td><input type="checkbox"/> Provide guidance on work methods.</td> </tr> <tr> <td><input type="checkbox"/> Orally reprimand.</td> <td><input type="checkbox"/> Train employees in the work.</td> </tr> </table>	<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.
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<p>21. I certify that the above answers are my own and are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Signature</p> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Date</p> </div> </div>										

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Not applicable.

23. What are the essential duties of this position?

- 1.Ability to type at a minimum rate of 40 wpm with minimal errors.
- 2.Ability to take dictation.
- 3.Ability to regularly lift objects weighing up to 5 pounds.
- 4.Ability to operate standard office equipment.
- 6.Ability to add, subtract, multiply and divide arithmetical figures.
- 7.Ability to alphabetize, numerically rank and sort or batch material.
- 8.Ability to communicate effectively personally, in writing and on the telephone.
- 9.Ability to work under stressful conditions including short time deadlines, and multiple priorities.

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

Not applicable.

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

This is an office clerical position of the Department of Corrections functioning in a Parole/Probation office under the direction of Parole/Probation Officers and/or Corrections Officers. The word processing assistant is responsible for the majority of the office typing assignments, receptionist duties, filing and preparing required reports.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through the completion of high school.

EXPERIENCE:

No specific type or amount of experience is required at the Word Processing Assistant 5 level.

One year of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work at the Word Processing Assistant 6 level.

Two years of administrative support experience, including one year equivalent to an E7 level administrative support classification, where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work at the Word Processing Assistant E7 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and ability to type and use mechanical dictating equipment.

Knowledge of the operation of standard office equipment such as typewriters, word processors, personal computers, multi-line telephones, copy and facsimile machines, and video display terminals.

Knowledge of software applications such as Word, Word Perfect, Excel, Access, Lotus, FoxPro, and PowerPoint.

Ability to communicate effectively with others.

Ability to work under stressful conditions.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

This is a clerical position in offices where typing is a substantial part of the work. As a back up to the Secretary position, the person will perform some of the tasks of that position when the secretary is absent.

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

Appointing Authority's Signature

Date