

1. Position Code
WRDPASTE102R

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.)	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 E	10. Division OUTSTATE TERRITORY
5. Working Title of Position (What the agency titles the position) WORD PROCESSING ASST.	11. Section FOA REGION 4B
6. Name and Classification of Direct Supervisor PAROLE PROBATION MANAGER-2 COTNER, ANTHONY	12. Unit MUSKEGON COUNTY PROBATION
7. Name and Classification of Next Higher Level Supervisor PAROLE PROBATION MANAGER-4	13. Work Location (City and Address)/Hours of Work 131 EAST APPLE AVE MUSKEGON, MI 49442 MON-FRI 8AM-5PM

14. General Summary of Function/Purpose of Position
The primary function of this position is to provide word processing services and general office support to professional FOA staff. This involves operating computer equipment, production typing, entering data and statistical information into computerized databases, distributing reports, and organizing files. Maintain effective office procedures as it pertains to the clients and public in the absence of professional staff.

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 45____

Transcribes, proofreads, and enters data for pre-sentence reports, probation orders, and all related forms.

Individual tasks related to the duty.

- Based on written report and dictated report provided by Agent, types pre-sentence reports, makes corrections, copies, and distributes to appropriate personnel.
- Based on report given by Agent, types and distributes all necessary papers for parole and/or probation.
- Types probation and parole violation reports.
- Scans, uploads, and enters data into department computerized database.
- Types incidental reports, as required by the court.
- Enters data and generates after sentencing reports.

Duty 2

General Summary of Duty 2 % of Time 20____

Types, copies, and distributes all necessary paperwork related to show causes, amended orders, warrants, warrant recalls, case reports and discharges.

Individual tasks related to the duty.

- After notification by the agent, types, copies, distributes as necessary, and files all orders.

Duty 3

General Summary of Duty 3 % of Time 10____

Gathers and types all necessary information for transfer reports.

Individual tasks related to the duty.

- Using information from client files, compiles the transfer reports by typing the transfer form.
- Copies all necessary material and distributes to proper authorities.

Duty 4

General Summary of Duty 4

% of Time 25 _____

Provides general office support and enters data on end-of-month reports. Other duties as assigned.

Individual tasks related to the duty.

- Answers telephone, takes messages, answers basic questions, and directs caller to proper agent.
- Opens and distributes mail, checks any billings and forwards for payment.
- Sends out urine specimens and records.
- Maintains urine test supplies.
- Orders office supplies.
- Enters data on end-of-month reports.
- Complete annual required state training.

- 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.**

Prioritize work, ensuring completion by deadline. Occasionally, there are crisis situation where good judgment and knowledge of Departmental policy and procedures are imperative.

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

When situations do not follow standard procedure, or when uncertain of proper policy or procedure.

- 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.**

There is minimal physical effort beyond walking and climbing stairs. Environmental conditions include exposure to urine specimens weekly. 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 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.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

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?
Yes.

23. What are the essential duties of this position?

Answers and directs telephone calls, receives persons coming into the office, opens and distributes all mail, types, copies and distributes all reports, sets up and maintains all files, manages forms and office supplies.

Maintains urine test files, supplies and billings, DOC detainees, processes tether/oversight payments.

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

Updated to reflect current practices.

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

Office provides information to courts to assist with sentencing and monitoring offenders, and to Parole Board regarding inmates/parolees. Agents supervise offenders within the community. Administrative support staff type and distribute reports generated by the agents, maintaining files, ensuring office supplies are available.

26. In your opinion, 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:

Word Processing Assistant 5

No specific type or amount is required.

Word Processing Assistant 6

One year of office experience involving administrative support practices.

Word Processing Assistant E7

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to Type

Familiarity with computers and dictating equipment

Ability to operate standard office equipment

Telephone answering skills

Organize and maintain files

Ability to compose routine correspondence

Thorough working knowledge of Department of Corrections policies and procedures

Self-motivated individual who can work independently

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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.

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

Appointing Authority's Signature

Date