

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-FIELD OPERATION REGION III
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Field Operations Administration
<b>4. Civil Service Position Code Description</b> Word Processing Assistant-E	<b>10. Division</b> Outstate Territory
<b>5. Working Title (What the agency calls the position)</b> Word Processing Assistant	<b>11. Section</b> FOA Region 7
<b>6. Name and Position Code Description of Direct Supervisor</b> BENOIT, LESLIE; PAROLE PROBATION MANAGER-2	<b>12. Unit</b> Ingham County Probation
<b>7. Name and Position Code Description of Second Level Supervisor</b> DOERR, KELLIE; PAROLE PROBATION MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b> 303 W. Kalamazoo St, Lansing, MI 48910 Monday - Friday / 8:00AM - 5:00PM

**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.

**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: 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:** **Percentage: 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:** **Percentage: 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:** **Percentage: 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 made independently in this position and tell who or what is affected by those decisions.**

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

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

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

**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.**

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 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?

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.

New establishment

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. 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

