

**State of Michigan
Civil Service Commission**

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

Position Code

1. WRDPASTE

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Word Processing Assistant-E	10. Division Attorney General - Transportation
5. Working Title (What the agency calls the position) Word Processing Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor GLEESON, KATHLEEN A; ATTORNEY ADMINISTRATOR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor MANNING, SEAN P; SENIOR EXECUTIVE ATTORNEY	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St, Lansing, MI 8:00 a.m. - 5:00 p.m. M-F / Hours may vary at the discretion of management.

14. General Summary of Function/Purpose of Position

This position provides general support for the Attorney General Transportation Division. This position requires knowledge of various software applications and internal databases in addition to flexibility to perform a wide variety of duties required within the office environment.

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: 50

Types forms, records, correspondence, memoranda, reports, technical material, numerical data, tabular information and charts from rough draft or corrected copy or specific instructions. Inputs, retrieves, updates, and deletes information from electronic folders and files.

Individual tasks related to the duty:

- Opens, closes, and modifies cases in Legal Files.
- Enters court information and Condemnation files' payment information in the Condemnation database.
- Types, copies, scans, files, and records various types of documentation related to citizen letters, general assignments, litigation, etc.
- Works with individuals within the Division to complete a wide variety of tasks assigned.
- Assists staff with special projects as needed. Creates payments documents in SIGMA to pay invoices, court orders, and other payment obligations.

Duty 2

General Summary:

Percentage: 25

Uses various business software applications. Receives, reviews, checks, and verifies information on documents, forms, and other material for accuracy and completeness.

Individual tasks related to the duty:

- Works with Word, Outlook, Adobe, and Excel to complete assignments.
- Reviews documents received for accuracy and completeness before sending to appropriate party.
- Accesses files using software available to maintain accurate records of all matters.

Duty 3

General Summary:

Percentage: 15

Files and retrieves records, reports, correspondence, and other materials and documents by numerical, alphabetical, or subjective arrangements. Compiles data for reports in response to specific requests or instructions.

Individual tasks related to the duty:

- Assists with maintaining database for case files.
- Assists administrative and legal support staff with a variety of duties, such as, copying, scanning, sorting, typing, etc.
- Assembles closed files for record center, inputs necessary information in Legal Files and in the Condemnation database and prepares reports.
- Multi-tasks and sets priorities of workload.

Duty 4

General Summary:

Percentage: 10

Receives, sorts, logs, routes and/or distributes mail and other materials by hand to proper persons. Receives and refers visitors and telephone callers to appropriate persons. Performs miscellaneous duties within the classification.

Individual tasks related to the duty:

- Answers incoming calls for the Division.
- Retrieves and distributes mail according to established internal rules daily.
- Greets and directs customers, visitors, and other departmental staff to proper staff personnel.

Performs other duties related to the classification as assigned by management.

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

Organizing and prioritizing workload. Routinely make independent decisions in answering the telephone as it is often necessary to determine what information should be given to whom or where to direct call.

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

Situations or procedures not previously encountered, and phone calls from the general public, which are of a unique nature or unfamiliar subject matter.

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.

Work is typically performed in an office setting and involves sitting, walking, bending, standing, crouching, lifting and carrying of materials weighing up to 50 pounds, extensive use of computer, and use of a variety of office equipment.

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):

- | | |
|---|--|
| ☐ 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. |

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

New establishment

23. What are the essential functions of this position?

This position is essentially needed to assist the administrative and legal support staff of the Attorney General Transportation Division with the duties to complete a variety of tasks required daily.

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?

The Attorney General Transportation Division is responsible for providing legal advice and representation to the Michigan Department of Transportation, the Michigan State Transportation Commission, the Mackinac Bridge Authority, the Aeronautics Commission, and the Sault Ste. Marie Bridge Authority. The Division represents these entities in Federal and State Courts, and in Federal and State administrative tribunals. This position assists the administrative and legal support staff with duties required to complete tasks associated with citizen letter responses, general assignments, litigation, and other special projects.

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:

Knowledge of general office practices, protocols, and procedures.

Knowledge of correct English usage, spelling, and punctuation.

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

Knowledge of business productivity software applications such as: Windows, Word, Outlook, Adobe, Excel.

Knowledge of general record keeping principles and filing systems.

Skills to type from clean copy at a rate of 40 net words per minute.

Ability to understand and follow instructions, communicate effectively, and alphabetize, numerically rank, file, sort, and batch documents.

Ability to compare data from two or more sources for accuracy and completeness.

Ability to proofread for correct spelling, punctuation, and grammar.

Ability to compose routine correspondence and compile reports, creates charts, and spreadsheets.

Ability to add, subtract, and multiply mathematical figures.

Ability to operate standard office equipment and select and compile data for correspondence and reports.

Ability to interpret instructions and guidelines to make decisions and work under stressful conditions.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

KELLEY SCHMITT

10/5/2021

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