

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

1.STUDASTE

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 DEPT OF INS AND FIN SERVICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of General Counsel
4. Civil Service Position Code Description Student Assistant-E	10. Division Fraud Investigation Unit
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor MCCALLISTER, LEE, M; MANAGER	12. Unit
7. Name and Position Code Description of Second Level Supervisor GARCIA, JOSEPH; OFFICE DIRECTOR GENERAL COUNSEL	13. Work Location (City and Address)/Hours of Work 530 W. Allegan, Lansing / Varies
14. General Summary of Function/Purpose of Position Assist the Fraud Investigation Unit staff with administrative duties and special projects.	

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: 90

Assist the Fraud Investigation Unit staff in a variety of administrative duties.

Individual tasks related to the duty:

- Provide administrative support as needed.
- Assist in processing and maintenance of complaints.
- Input data on various databases.
- Distribution of mail and faxes.
- Assist with Internet database searches as needed

Duty 2

General Summary:

Percentage: 10

Special projects as assigned by supervisor.

Individual tasks related to the duty:

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

None.

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

Decisions not covered by supervisor directive, policies, or guidelines.

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.

Position duties and tasks are performed in a traditional office environment which includes considerable sitting, occasional standing, limited lifting, computer usage and normal office routines.

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?

Assist the Fraud Investigation Unit staff with administrative duties and special projects.

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

No changes.

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

The Fraud Investigation Unit is responsible for the investigation and subsequent prosecution of persons that engage in fraudulent practices relating to insurance claims and/or who engage in abusive or neglectful practices in the insurance and financial services' markets.. This position serves as a student assistant within the Fraud Investigation Unit.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Continuing enrollment in a post-secondary educational institution.

EXPERIENCE:

No specific or amount required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow oral and written instructions.
- Ability to communicate effectively with others.
- Ability to operate microcomputer.

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.

N/A

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

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