Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: SEMA2C48N

Civil Service Class and Level: SENIOR EXEC MGT ASST-2

Working Title (What the agency calls the position): Senior Executive Management Assistant

Name and Position Code Description of Direct Supervisor: KLECKLER, MICHELLE L; SENIOR POLICY EXECUTIVE

Department/Agency: STATE POLICE

Work Area: Criminal Justice Information Center

Work Location/Hours of Work: 7150 Harris Drive, Dimondale, MI / Monday - Friday, 8 am to 5 pm

General Summary of Function/Purpose of Position: This position provides confidential managerial assistance and secretarial support to the Criminal Justice Information Center director (CJIC) division leadership. This individual interprets the division director's views and relates frequently to the general public, Michigan State Police (MSP), and other governmental contacts. This position coordinates division-wide administrative support tasks and provides leadership to other section secretaries in the performance of their assigned duties. This position serves as a division liaison with other divisions within the departments and the Information Technology Bureau (ITB), and serves as the division focal point for matters involving the material and presentations for meetings. This position composes and prepares correspondence, compile confidential reports and maintains record keeping. This position must perform duties in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 45**

Serve as administrative assistant to the division director and assistant division director.

- Answer inquiries requiring extensive knowledge of viewpoints of superior and exercise discretion in giving information.
- Advise the division director and assistant division director of items needing attention, anticipate and furnish materials for superior’s reply to correspondence.
- Serve as the division liaison with other divisions and the ITB.
- Make travel arrangements and prepare travel vouchers.
- Review correspondence prepared for signature and proofread for typographical errors, grammar, format and content.
- Prepare correspondence for the division director or assistant division director and compose and type various forms of correspondence that requires an extensive knowledge of superiors’ viewpoints.
- Schedule and attend meetings, prepare agendas and meeting materials, take and prepare minutes.
- Maintain schedule of division conference rooms.
- Distribute mail.
- Order supplies and prepare payment authorizations in SIGMA; prepare purchase requisitions for other services procured by the division; reconcile invoices and receipts.

Duty 2 **Percentage: 30**

Coordinate division-wide services.

- Advise administrative support staff on pertinent departmental issues.
- Coordinate contents of new division employee packets.
- Serve as the division forms coordinator, ensuring all division forms are compliant with the forms design and specifications. Meet with division employees to review current forms. Approve all printing or purchase requisitions involving forms.
- Requests for office reconfigurations.
- Requests for office changes due to ergonomic considerations.
- Backup liaison with copy machine vendor and schedule and coordinate maintenance.
- Schedule and coordinate division staff and management meetings and schedule semi-annual staff conferences.
- Maintenance of administration section vehicle and tracking system.
- Coordinate division-wide file cleanups.
- Assist in the coordination of division-wide office supplies.

Duty 3 **Percentage: 15**

Maintain and coordinate the development of various files and documents.

- Maintain division policies and procedures manual, both electronically and hard copy. Ensure staff have access to it on the internal network. Suggest updates as needed.
- Provide monthly tracking and report for the division, as requested.
- Maintain the division personnel files including, but not limited to, updated position descriptions, the division organizational chart, requests, and notifications of personnel actions, alternative work schedules, and outside employment authorization forms.
- Decide how to organize division shared drive on network working with division administrative staff to maintain according to retention schedules.
- Maintain inventory of final, official reports and other documents to ensure proper version control within the division.

Duty 4 **Percentage: 10**

Perform other duties as required.

- Schedule and attending meetings or committees, prepare agendas, prepare minutes, and assist in all preparation for all meetings, as required.
- Perform payroll timekeeping for the division leadership and other sections needing support.
- Perform administrative support functions for other sections in need of support.
- Perform routine telephone answering for the division; receive and screen telephone calls, referring them to the proper administrative personnel and providing the necessary information.
- Prepare PowerPoint presentations, flow charts, and other meeting materials, as necessary.
- Oversee the division’s automated telephone menu; suggest changes as necessary.
- Maintain office and emergency call lists for division.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: In the absence of supervisor, respond to inquiries and requests providing supervisor's point of view or refer to the appropriate administrative authority.

Types of decisions that require the supervisor's review: When decisions are outside the scope of responsibility. Unfamiliar with specific policies or procedures.

Physical effort used to perform this job and environmental conditions of this position: Physical efforts include routine office sitting, standing, computer work, communicating with persons on the telephone and in person, and the use of routine office equipment.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: Provide confidential executive assistant support to the division director including coordinating office activities. Maintain daily contact with the general public, other law enforcement agencies, employees within the department, and other governmental entities. Serve as division liaison with other divisions within the department and ITB.

Function of the work area: The function of this work area is to provide executive oversight of division operations, utilizing resources to accomplish division mission, goals, and objectives. Also includes prioritizing projects and managing the division finances with departmental and/or legislative mandated levels. This position provides confidential management and secretarial support to division leadership.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:
Education typically acquired through completion of high school.

EXPERIENCE:

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Six years of office experience involving administrative support practices, including three years equivalent to an advanced, 8-level, administrative support worker, Secretary E8, or Legal Secretary E8; two years equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9; or, one year equivalent to the Division Head Legal Secretary 10 or Executive Secretary E10.

KNOWLEDGE, SKILLS, AND ABILITIES:
Possess good communications skills, both verbal and written. Possess extensive knowledge of office organization, work flow, staffing, forms and procedures. Ability to use diplomacy and discretion in releasing information. Possess proficient computer skills and knowledge.

CERTIFICATES, LICENSES, REGISTRATIONS:
None