

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: STUDASTEQ53R

Civil Service Class and Level: Student Assistant-E

Working Title (What the agency calls the position): Student Assistant

Name and Position Code Description of Direct Supervisor: ABERNATHY, ANDREA J; PROPERTY MANAGER-3

Department/Agency: TRANSPORTATION CENTRAL OFFICE

Work Area: Development Services Division

Work Location/Hours of Work: 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 8:00 am-5:00 pm (hrs vary/129 max per month)

General Summary of Function/Purpose of Position: Assist the Michigan Department of Transportation's Real Estate Program Services Unit with organizing, processing, and maintaining project and real-estate records while supporting daily operations through document handling, data verification, and workflow coordination. Track Local Agency timelines, follow up on right-of-way actions, and ensure National Environmental Policy Act (NEPA) compliance by identifying issues and completing required documentation.

Assigned duties and tasks for each duty.

Duty 1

Percentage: 40

NEPA & Right of Way Tracking and Compliance

- Track NEPA status, Let dates, certification progress, and other real estate related timelines.
- Follow up with Local Agencies on outstanding right of way actions such as Right of Entries (ROEs), recordings, negotiations, and NEPA compliance.
- Identify and report acquisition activities that occur prior to NEPA approval and complete required documentation.
- Assist with maintaining forms, files, emails, and electronic records related to Local Agency real estate processes.

Duty 2

Percentage: 30

Data Verification & Project Review

- Verify Federal Highway Administration (FHWA) statistical data submitted by consultants and ensure accuracy.
- Review past and current Local Agency projects to identify consultant involvement and distribute evaluation forms.

Duty 3

Percentage: 25

Provide clerical and technical support by organizing, processing, and maintaining Program Services Unit project documents and records.

- Review, organize, and file incoming and outgoing documents to maintain accurate project records.
- Sort, prepare, and process materials for mailing, distribution, or project documentation needs.
- Scan, fax, and photocopy documents to support electronic recordkeeping and project workflows.
- Compile, process, and maintain forms, files, and other unit records in accordance with established procedures.
- Provide general clerical and technical support to assist Program Services Unit operations and ensure timely completion of assigned tasks.

Duty 4

Percentage: 5

Other duties as assigned.

- Other duties as assigned by supervisor.

Types of decisions made independently and whom or what those decisions affect: This position requires limited judgment and/or independent decision-making in the performance of duties as direct guidance is given.

Types of decisions that require the supervisor's review: Whenever instructions are incomplete or inadequate to perform the work.

Physical effort used to perform this job and environmental conditions of this position: Typical duties associated with working in an office environment including interacting with staff and the public, operating photocopiers and scanners, and operating a computer for extended periods of time.

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

Essential functions of this position: Assist the Michigan Department of Transportation's Real Estate Program Services Unit with organizing, processing, and maintaining project and real-estate records while supporting daily operations through document handling, data verification, and workflow coordination. Track Local Agency timelines, follow up on right-of-way actions, and ensure NEPA compliance by identifying issues and completing required documentation.

Function of the work area: The Program Services Unit of the Development Services Division is responsible for all statewide Valuation activities; certification and reporting of all right of way activities; oversight of Local Public Agency right of way acquisitions; Quality Assurance; processing of all Division contracts; and the procurement, coordination, and maintenance of the Division's equipment and information technology (IT) hardware/software. This position assists with administrative duties for the Unit.

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:

- Current enrollment in vocational or technical school, or post-secondary educational institution. MDOT requires enrollment in at least six (6) credit hours per semester/term excluding summers and continuously enrolled and earning the required credits.
- Current enrollment in vocational or technical school, or post-secondary educational institution with a concentration in Urban or Regional Planning, Engineering, Resource Development, Statistics, Mathematics, Economics, Geography, or related field is preferred.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Create and apply Excel formulas and lookup functions to analyze and verify data.
- Prepare and maintain accurate project tracking spreadsheets and records.
- Draft clear, professional correspondence and routine memos.
- Review project information, identify outstanding issues, and follow established procedures.
- Communicate effectively and work cooperatively with staff, consultants, and local agencies.

Knowledge of:

- Basic office practices, including data entry and file management.

CERTIFICATES, LICENSES, REGISTRATIONS:

None