

**State of Michigan
Civil Service Commission**

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

Position Code

1. PRLEGALE

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) Highways
4. Civil Service Position Code Description Paralegal-E	10. Division Attorney General Transportation Division
5. Working Title (What the agency calls the position) Paralegal	11. Section
6. Name and Position Code Description of Direct Supervisor MICHAEL DITTENBER; ATTORNEY ADMINISTRATOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor GLEESON, KATHLEEN A; ATTORNEY ADMINISTRATOR-3	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St; Lansing, MI 48933 / M-F 8am - 5pm (hours may vary)

14. General Summary of Function/Purpose of Position

Functions as a paralegal to the division's litigation attorneys, primarily to the attorneys who handle lawsuits involving uninsured drivers and insurance companies to recover damages to Michigan Department of Transportation (MDOT)'s infrastructure. This position requires one to, inter alia, work with MDOT to ascertain the amount of damages; file claims with insurance companies; draft and send dunning letters; draft complaints for completion by an attorney; work with process servers to perfect service; assist in preparation for hearings, mediations, and trials; and close files. Responsibilities also include assisting MDOT's Damage Claims Coordinator/Legal Assistant by, inter alia, following up with insurance companies and tracking the status of all damage-claim cases or by advising MDOT regions how claims submitted to MDOT for less than \$1,000 should be handled by MDOT; may also advise the Division Chief whether to accept or reject MDOT's recommendations when such claims are appealed to the State Administrative Board.

Additionally, the position may assist other attorneys with discovery requests; subpoenas; Freedom of Information Act (FOIA) requests; routine motions; summarizing depositions; organizing and performing document management services related to large and high-profile cases; and assist in the preparation of hearings, administrative proceedings, mediation, trials, and appeals.

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: 55

Prepare for, and assist with, litigation involving uninsured motorists and/or insurance companies.

Individual tasks related to the duty:

- Work with MDOT to ascertain legally compliant damages totals.
- Improve payment compliance by drafting and sending dunning letters.
- Compile records, bills, and damage estimates related to the claim.
- Coordinate with investigators, adjusters, and other agencies to obtain missing documentation.
- Gather and organize accident reports, police reports, witness statements, and insurance documentation.
- Verify the uninsured status of the motorist through state databases or insurer communication.[CT1.1]
- Draft legally sound complaints to support attorneys in timely and compliant case initiation.
- Coordinate with process servers to achieve timely and compliant perfect service.
- Preparation for hearings, mediations, and trials by preparing organized and accurate materials.
- Complete file closures with accuracy and compliance, including adherence to all retention policies.

Duty 2

General Summary:

Percentage: 20

Assist MDOT's Damage Claims Coordinator/Legal Assistant.

Individual tasks related to the duty:

- Maintain accurate, up to date status information for all damage-claim cases.
- Follow up with insurance companies after they have received dunning letters or invoices from MDOT to ensure responses and next steps are documented.

Duty 3

General Summary:

Percentage: 10

Provide comprehensive litigation support.

Individual tasks related to the duty:

- Prepare clear, compliant discovery requests and accurately draft responses to opposing discovery requests.
- Draft miscellaneous documents, including but limited to subpoena responses, FOIA responses, and routine motions.
- Summarize depositions.
- Organize and perform document management services related to large and high-profile cases.
- Assist with preparation for hearings administrative proceedings, mediation, trials, and appeals.

Duty 4

General Summary:

Percentage: 10

Manage damage claims less than \$1,000.

Individual tasks related to the duty:

- Advise MDOT how to respond to claims less than \$1,000. This requires an understanding of the Governmental Tort Liability Act and its application to MDOT operations.
- Conduct factual investigations of claims.
- Prepare a proposed recommendation for approval by the Division Chief to be sent to the State Administrative Board.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Perform basic legal research.
- Respond to phone calls from citizens; address inquiries professionally.
- Gather documents or data when requested by MDOT.
- Perform other related functions as needed or requested.

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

- Determine whether MDOT's invoices to uninsured motorists or insurance companies are correct and complete.
- Follow up with insurance companies and determine the likelihood of them paying an invoice before the statute of limitations runs.
- Track status of litigation cases.
- Determine whether MDOT has supplied sufficient information for FOIA responses.
- Decide what information in a deposition is important and relevant to the litigation.

With all of these decisions, either the attorneys or MDOT's Damage Claims Coordinator/Legal Assistant are affected. Ultimately, the public is affected.

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

All documents that will be signed by somebody else require the signer's review. Litigation pleadings and discovery will be reviewed by the attorneys. Recommendations to the Ad Board will be reviewed by the Division Chief.

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 performed in a typical office environment with extensive use of a computer. Employee may, on occasion, need to transport up to 20 pounds. Ability to communicate with a wide diversity of individuals at all levels both internal and external to the department. Position requires effective communication skills, the ability to function in high pressure situations, and may require travel with possible overnight stays including MDOT offices or construction sites. Position may require availability outside normal working hours based on operational needs.

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?

Yes.

23. What are the essential functions of this position?

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

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

The attorneys in this work area are employees of the Department of Attorney General. They defend lawsuits brought against MDOT. They also sue on behalf of MDOT, including suits to acquire property by eminent domain and to be reimbursed for damage to MDOT infrastructure. The paralegal in this position will be an employee of the Michigan Department of Transportation and assists the attorneys within the Attorney General Transportation Division. This position also assists MDOT's Damage Claims Coordinator/Legal Assistant. The attorneys also advise MDOT about claims less than \$1,000.

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

EDUCATION:

Possession of an associate's degree in a paralegal or legal assistant program.

EXPERIENCE:

Paralegal 8

No specific type or amount is required.

Paralegal 9

One year of experience equivalent to a Paralegal 8.

Paralegal E10

Two years of experience equivalent to a Paralegal, including one year equivalent to a Paralegal 9.

Alternate Education and Experience

Paralegal 8 - 11

Graduation from any paralegal or legal assistant program approved by the American Bar Association may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The discovery process during litigation.
- The Governmental Tort Liability Act.
- Various sources of legal principles.

Ability to:

- Communicate effectively, especially the ability to persuade and negotiate.
- Assimilate facts and research applicable legal principles.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

CHRISTINA TIJERINA

10/1/2026

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