

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Legal Secretary 7/E8 (2 positions)
DIVISION/SECTION: Office of General Counsel
DEADLINE TO RESPOND: 12-5-08

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 INTERESTED APPLICANTS SHOULD SUBMIT A RESUME, COVER LETTER AND CIVIL SERVICE ADMINISTRATIVE SUPPORT APPLICATION (5030) TO DLEG, OFFICE OF FINANCIAL AND INSURANCE REGULATION, HUMAN RESOURCES/BUDGET DIVISION/OFIR 08-90, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                 |
| PAY RANGE               | \$15.97-\$20.74                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |
| DESCRIPTION OF POSITION | Perform legal secretarial and administrative services to administrative law specialists, as assigned. Primary responsibility includes receiving and transmitting legal correspondence, reports and enforcement documents indicating violations of financial services entities.                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                 |
| EDUCATION               | Educational level typically acquired through completion of high school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                 |
| EXPERIENCE              | <p>Legal Secretary 7 - Two years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to 6-level administrative support experience.</p> <p>Legal Secretary 8 - Three years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year involving legal secretarial practices equivalent to a Legal Secretary 7.</p> |                                                                                                                                 |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | OFIR 08-90                                                                                                                      |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR08-90, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |
|                         | Fax:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | (517) 335-1450                                                                                                                  |

Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**

|                                   |
|-----------------------------------|
| <b>1. Position Code</b><br>LGLSEC |
|-----------------------------------|

**State of Michigan**  
**Department of Civil Service**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

|                                                                                                                  |                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b><br><br>                                                            | <b>8. Department/Agency</b><br><br>LABOR & ECONOMIC GROWTH                                                                    |
| <b>3. Employee Identification Number</b><br><br>                                                                 | <b>9. Bureau (Institution, Board, or Commission)</b><br><br>OFFICE OF FINANCIAL AND INSURANCE REGULATION                      |
| <b>4. Civil Service Classification of Position</b><br><br>LEGAL SECRETARY 7/E8                                   | <b>10. Division</b><br><br>OFFICE OF GENERAL COUNSEL                                                                          |
| <b>5. Working Title of Position (What the agency titles the position)</b><br><br>LEGAL SECRETARY                 | <b>11. Section</b><br><br>                                                                                                    |
| <b>6. Name and Classification of Direct Supervisor</b><br>JOHN SCHOONMAKER, ADMINISTRATIVE LAW MANAGER<br>17     | <b>12. Unit</b><br><br>                                                                                                       |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>KEN ROSS, ACTING COMMISSIONER, UNCLASSIFIED | <b>13. Work Location (City and Address)/Hours of Work</b><br>611 W. OTTAWA, LANSING<br>8:00 A.M. - 5:00 P.M., MONDAY – FRIDAY |

**14. General Summary of Function/Purpose of Position**

Perform legal secretarial and administrative services to administrative law specialists, as assigned. Primary responsibility includes receiving and transmitting legal correspondence, reports and enforcement documents indicating violations of financial services entities.

**For Civil Service Use Only**



Duty 3

**General Summary of Duty 3**

**% of Time** 5

Special Assignments

**Individual tasks related to the duty.**

- Perform special assignments from supervisor and section staff.

Duty 4

**General Summary of Duty 4**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

Duty 2

**General Summary of Duty 2**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty \_\_\_\_\_

**General Summary of Duty**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Decisions on priority of incoming correspondence, telephone calls/inquiries and adjustments to work flow to meet deadlines that affect meeting daily objectives.

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

Decisions not covered by supervisor directive, bureau policy or guidelines, such as changes to microcomputer software/programs that may affect stored data and report output or revising a process that affects how work is performed.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

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

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
|             |                    |             |                    |

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

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

I agree.

**23. What are the essential duties of this position?**

To provide legal secretarial support and administrative assistance with enforcement related matters. Employee in this position operates complex microcomputer hardware/software, processes considerable computer generated documentation and handles considerable telephone communications, maintains section files.

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

New position.

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

The Office of General Counsel performs research and analysis of regulatory related issues and provides technical legal assistance, research and analysis involving any bureau-related legal issue and the Freedom of Information Act. This position serves as legal secretary providing administrative support to the administrative law specialists as assigned.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Educational level typically acquired through completion of high school.

**EXPERIENCE:**

Three years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year involving legal secretarial practices equivalent to a Legal Secretary 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to communicate information clearly and accurately either orally or in written correspondence on supervisor's behalf.
- Knowledge of bureau operation objectives.
- Ability to work well with others.
- Knowledge of computer software/hardware.
- Employee functions with some independence and should be able to exercise tact and diplomacy when dealing with financial services entities, attorneys, legislators, other state agencies and OFIR management.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

27. 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date