

OFFICE OF FINANCIAL AND INSURANCE REGULATION JOB VACANCY NOTICE

CLASS/LEVEL: Secretary 9
DIVISION/SECTION: Consumer Finance Section/Licensing & Product Review Division
DEADLINE TO RESPOND: 5/19/09

~~~~~  
 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 09-25, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PAY RANGE               | \$16.85-\$22.15/hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| DESCRIPTION OF POSITION | Perform advanced level secretarial and administrative assistance to the section manager and section staff. Primary responsibility includes receiving and transmitting confidential correspondence, reports and licensing information from non-depository financial institutions as required by the Mortgage Brokers, Lenders, and Servicers Licensing Act, PA 173 of 1987; Secondary Mortgage Loan Act, PA 125 of 1981; Credit Card Act, PA 379 of 1984; Regulatory Loan Act of 1963, PA 21 of 1939; Motor Vehicle Sales Finance Act, PA 27 of 1951; Consumer Financial Services Act, PA 161 of 1988; Deferred Presentment Service Transactions Act, PA 244 of 2005; Debt Management Act, PA 148 of 1975; and the Money Transmission Services Act, PA 250 of 2006. |
| EDUCATION               | High School graduate or equivalent knowledge and skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| EXPERIENCE              | Four 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 two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7 OR Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update transactions is an essential part of the work, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.                                                      |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|            |                 |                                                                                                                                 |
|------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------|
| RESPOND TO | Posting No.:    | OFIR 09-25                                                                                                                      |
|            | Address:        | DLEG, Office of Financial & Insurance Regulation, Human Resources/Budget Division/OFIR09-25, P. O. Box 30220, Lansing, MI 48909 |
|            | E-Mail Address: |                                                                                                                                 |
|            | Fax:            | (517) 335-1450                                                                                                                  |

The State of Michigan is an Equal Opportunity Employer  
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>SECRTRYE |
|-------------------------------------|

**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>                                                                    | <b>8. Department/Agency</b><br>ENERGY, LABOR & ECONOMIC GROWTH                                                                      |
| <b>3. Employee Identification Number</b>                                                                         | <b>9. Bureau (Institution, Board, or Commission)</b><br>OFFICE OF FINANCIAL AND INSURANCE REGULATION                                |
| <b>4. Civil Service Classification of Position</b><br>SECRETARY 9                                                | <b>10. Division</b><br>OFFICE OF LICENSING AND PRODUCT REVIEW                                                                       |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>SECRETARY                           | <b>11. Section</b><br>CONSUMER FINANCE SECTION                                                                                      |
| <b>6. Name and Classification of Direct Supervisor</b><br>MARK WEIGOLD, FINANCIAL INSTITUTIONS MANAGER 15        | <b>12. Unit</b><br>CONSUMER FINANCE SECTION                                                                                         |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>JEAN BOVEN, STATE DIVISION ADMINISTRATOR 17 | <b>13. Work Location (City and Address)/Hours of Work</b><br>611 W. OTTAWA, LANSING 48933<br>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY |

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

Perform advanced level secretarial and administrative assistance to the section manager and section staff. Primary responsibility includes receiving and transmitting confidential correspondence, reports and licensing information from non-depository financial institutions as required by the Mortgage Brokers, Lenders, and Servicers Licensing Act, PA 173 of 1987; Secondary Mortgage Loan Act, PA 125 of 1981; Credit Card Act, PA 379 of 1984; Regulatory Loan Act of 1963, PA 21 of 1939; Motor Vehicle Sales Finance Act, PA 27 of 1951; Consumer Financial Services Act, PA 161 of 1988; Deferred Presentment Service Transactions Act, PA 244 of 2005; Debt Management Act, PA 148 of 1975; and the Money Transmission Services Act, PA 250 of 2006.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **% of Time** 60

License processing for nondepository financial institutions

**Individual tasks related to the duty.**

- Processes documentation related to licensing nondepository financial institutions.
- Issues license and registration certificates.
- Issues and processes license and registration renewal applications.
- Composes and edits correspondence for management signature when deemed appropriate; has latitude as to content.
- Receives and transmits confidential correspondence, reports and other documents related to license applications.
- Composes, edits, and proofreads technical documents.
- Responds to requests for information regarding section, interpreting and relaying policies, procedures and instructions to industry, consumers and section staff and relaying supervisors point of view.
- Serves as supervisor's liaison with staff by transmitting and following up on assignments.
- Composes and revises section policies and procedures manuals and guides.
- Assists section in maintaining o-base database.
- Compiles and gathers data necessary to develop and publish various status reports.
- Assists supervisor on special projects as assigned.
- Prepares invoices for licenses, renewals and amendments.

Duty 2

**General Summary of Duty 2**                      **% of Time** 30

Administrative support services

**Individual tasks related to the duty.**

- Coordinates supervisor's appointments and activities and makes scheduling commitments on behalf of supervisor.
- Makes recommendations for improving operational efficiency and effectiveness.
- Makes recommendations regarding physical facilities, equipment and supplies.
- Researches, compiles, summarizes, drafts and maintains records of statistical data and other documentation.
- Prioritizes incoming calls, correspondence and visitors.
- Arranges travel accommodations and prepares travel expense reimbursement vouchers.
- Organizes and schedules meetings and conferences for supervisor and professional staff.
- Maintains section files and records. Prepares documents for record center.
- Operates sophisticated microcomputer equipment/software.
- Prepares and edits documents prior to signing by supervisor.
- Provides assistance to other administrative support personnel.
- Sorts and screens mail for section and makes decisions on how to disseminate. Handles routine correspondence and refers non-routine correspondence to section staff.
- Prepares time and attendance reports.
- Retrieves documents for Freedom of Information Act requests.
- Coordinates training for all section staff.

Duty 3

**General Summary of Duty 3**

**% of Time** 10

Special Assignments

**Individual tasks related to the duty.**

- Act as consumer finance licensing internet Web coordinator

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.**

-

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, considerable 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> |
|-------------|--------------------|-------------|--------------------|
| None.       |                    |             |                    |

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

- Complete and sign service ratings.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.
- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- 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 advanced secretarial support and administrative assistance to the manager and section staff which requires considerable knowledge of the supervisor's viewpoint and bureau operating policies/procedures in order to coordinate activities, communications and schedules on behalf of the supervisor. Employee in this position operates complex microcomputer hardware/software, processes considerable computer-generated documentation, handles considerable telephone communications, maintains section files and serves as liaison between supervisor and staff.

**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?**

This section is responsible for examination, investigation, and licensing of non-depository financial institutions including Consumer Finance Institutions, Deferred Presentment Servicer Providers, and Money Transmitters as required by the statutes listed in Item 14. This position provides advanced secretarial and administrative assistance to the section.

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

**EDUCATION:**

High School graduate or equivalent knowledge and skills.

**EXPERIENCE:**

Four 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 two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7 OR Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update transactions is an essential part of the work, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to process documents and meet scheduled deadlines.
- Ability to communicate information clearly and accurately either orally or written in correspondence regarding status of work being performed.
- Considerable knowledge of microcomputer operations is required.
- Ability to exercise considerable tact and diplomacy when dealing with licensees, attorneys, legislators, other state agencies and OFIR management.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*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