

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
SECRETARY

JOB DESCRIPTION

Employees in this job coordinate office activities and perform secretarial assignments for professional or management staff in support of the on-going operations of the office. Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the professional(s)'s and/or management staff's area of responsibility.

There are three classifications in this job.

Position Code Title - Secretary-E

Secretary 7

This is the intermediate level. The employee performs a range of secretarial assignments in a developing capacity.

Secretary E8

This is the experienced level. The employee performs a full range of secretarial assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

Position Code Title - Secretary-A

Secretary 9

This is the advanced level. The employee performs advanced secretarial assignments, functioning as a management assistant. At this level, the employee has increased responsibility in such areas as interpreting policies and procedures, interpreting the supervisor's point of view, serving as liaison to staff and higher level management, researching and preparing materials for managerial decisions, and participating in other management assistant activities as identified in the Additional Job Duties.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Composes and types routine letters, memoranda, reports, minutes of meetings, scientific or technical material, numerical data, charts and forms.

Receives and screens visitors and telephone calls, takes messages, schedules appointments for professional(s) and/or management staff and provides information to callers requiring knowledge of agency's operations, supervisor's point of view, and the interpretation and application of policies and procedures.

Schedules and arranges meetings and conferences for professional(s) and/or management staff and notifies interested parties; makes travel reservations as needed.

Proofreads and corrects prepared materials for correct grammar, format, completeness, and content.

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**United States Civil Service
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A Bibliography of Public Personnel Administration Literature United States Civil Service Commission. Library, 1950

Personnel Bibliography Series United States. Office of Personnel Management. Library, 1979 Contesting the Market Deborah M. Figart, Peggy Kahn, 1997 Assesses the development of pay equity policies in the state of Michigan

Federal Job Evaluation Policies United States. Congress. House. Committee on Post Office and Civil Service. Subcommittee on Position Classification, 1970 *Introduction to Corrections* Robert D. Hanser, 2023-05-12 Introduction to Corrections provides students with a comprehensive foundation of corrections that is practitioner driven and grounded in modern research and theoretical origins Experienced correctional practitioner scholar and author Robert D Hanser shows students how the corrections system works from classification security and treatment to demonstrating how and why correctional practices are implemented The Fourth Edition includes a special emphasis on the role of technology in each chapter new topics on medical care in jail female drug offenders and controversies around the death penalty and the impact of the COVID 19 pandemic on correctional practices Data and examples drawn from federal government documents along with exercises that reinforce concepts in the text further aid student learning *Personnel Management in State and Local Governments* United States Civil Service Commission. Library, 1976 *Careers in Forensic Science* Adam Woog, 2014-01-01 Give your readers a comprehensive book that details the various of jobs and internships that readers can pursue in forensic science Readers are provided with details regarding the education training and equipment that candidates would need for different roles This book covers the history of forensic science its role in the community and the type of public service its officers provide It also features stories from real cases and members of the forensic science team **Personnel Bibliography Series** United States Civil Service Commission. Library, 1960 **Personnel Literature** United States. Office of Personnel Management. Library, 1979 Federal Job Evaluation Policies, Hearings Before the Subcommittee on Position Classification ... 91-1, on H.R. 13008, Aug. 5, 6, Sept. 10, 24, Oct. 1, 9, 22, 27, 29, Nov. 17, 24, Dec. 3, 8, 10, 15, and 16, 1969 United States. Congress. House. Post Office and Civil Service, 1969

Unveiling the Power of Verbal Art: An Psychological Sojourn through **Michigan Civil Service Commission Job Specification**

In a world inundated with screens and the cacophony of fast transmission, the profound power and mental resonance of verbal beauty often diminish into obscurity, eclipsed by the constant barrage of noise and distractions. Yet, set within the musical pages of **Michigan Civil Service Commission Job Specification**, a interesting perform of literary beauty that pulses with natural thoughts, lies an unforgettable trip waiting to be embarked upon. Penned by a virtuoso wordsmith, that enchanting opus guides visitors on a psychological odyssey, softly revealing the latent potential and profound affect stuck within the complex web of language. Within the heart-wrenching expanse of the evocative evaluation, we shall embark upon an introspective exploration of the book is central styles, dissect its charming writing fashion, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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Table of Contents Michigan Civil Service Commission Job Specification

1. Understanding the eBook Michigan Civil Service Commission Job Specification
 - The Rise of Digital Reading Michigan Civil Service Commission Job Specification
 - Advantages of eBooks Over Traditional Books
2. Identifying Michigan Civil Service Commission Job Specification
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Michigan Civil Service Commission Job Specification
 - User-Friendly Interface
4. Exploring eBook Recommendations from Michigan Civil Service Commission Job Specification

- Personalized Recommendations
- Michigan Civil Service Commission Job Specification User Reviews and Ratings
- Michigan Civil Service Commission Job Specification and Bestseller Lists
- 5. Accessing Michigan Civil Service Commission Job Specification Free and Paid eBooks
 - Michigan Civil Service Commission Job Specification Public Domain eBooks
 - Michigan Civil Service Commission Job Specification eBook Subscription Services
 - Michigan Civil Service Commission Job Specification Budget-Friendly Options
- 6. Navigating Michigan Civil Service Commission Job Specification eBook Formats
 - ePub, PDF, MOBI, and More
 - Michigan Civil Service Commission Job Specification Compatibility with Devices
 - Michigan Civil Service Commission Job Specification Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Michigan Civil Service Commission Job Specification
 - Highlighting and Note-Taking Michigan Civil Service Commission Job Specification
 - Interactive Elements Michigan Civil Service Commission Job Specification
- 8. Staying Engaged with Michigan Civil Service Commission Job Specification
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Michigan Civil Service Commission Job Specification
- 9. Balancing eBooks and Physical Books Michigan Civil Service Commission Job Specification
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Michigan Civil Service Commission Job Specification
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Michigan Civil Service Commission Job Specification
 - Setting Reading Goals Michigan Civil Service Commission Job Specification
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Michigan Civil Service Commission Job Specification

- Fact-Checking eBook Content of Michigan Civil Service Commission Job Specification
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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