

**MENOMINEE COUNTY
PERSONNEL COMMITTEE
MEETING**

~A QUORUM OF THE COUNTY BOARD MAY BE PRESENT~

DATE: March 13, 2019
TIME: 10:00 AM
PLACE: Menominee County Courthouse ~ Administrator's Office

*******AGENDA*******

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call ~ (Coms. Phelps; Lang; Cech; Johnson)
4. Approval of Agenda
5. Approval of Previous Meeting Minutes
December 7, 2018
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a) Prosecuting Attorney – Restructure/Add an Additional Attorney
 - b) Prosecuting Attorney – Chief Assistant Prosecuting Attorney & Assistant Prosecuting Attorney Job Descriptions
 - c) Prosecuting Attorney – Legal Secretaries Job Descriptions, Investigator Job Descriptions, and DMG Studies
 - d) Sheriff – Request to Convert 3 PT Positions to 2 FT Positions
 - e) Airport – Restructure of Organizational Chart and Personnel
 - f) Airport – Lead Operations Technician Job Description & Operations Technician Job Description
 - g) Administration – County Administrator Job Description
 - h) Administration – County Administrator Evaluation Form
 - i) Drug-Free Workplace Policy

8. Public Comment
9. Commissioner Comment (*limited to 5 minutes*)
10. Adjournment

Menominee County Personnel Committee
Minutes of Meeting
December 7, 2018

*****Draft*****

The Personnel Committee met on December 7, 2018 at 9:00 AM at the Menominee County Courthouse, Administrator's office.

Call Meeting to order: Com. Phelps called the meeting to order at 11:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Lang, Phelps, Schei & Cech are present. (All present)

Others present at the meeting were Sherry DuPont, Mike Holmes, Marc Kleiman, Diane Lesperance, Ken Marks, Steve Gromala.

Agenda was approved by Com. Cech, seconded by Com. Lang. Motion carried 4/0.

Previous Meeting minutes: Motion to approve minutes from September 20, 2018 meeting was made by Com. Phelps, seconded by Com. Cech. Motion carried 4/0.

Public Comment: None

Business:

- a) **Discussion/Action: Emergency Services Coordinator Job Description** – Jason: Rich is planning on retiring at the end of January. That will require us to make a decision on a new Emergency Manager. We placed in the budget to make this a full time position. Rich has been continuing on part time to build up a bit of surplus to allow for training of the new person. With Rich retiring, it provides an opportunity for the County to consider re-organizing how we do Emergency Management. I put together a couple of different proposals of the job description. Rich went through and changed all of the specifics, when it comes to qualifications. The courses that the person will need to have to get the grant money and for FEMA. The big question is; who do we want the Emergency Coordinator to fall under? Currently that position reports to the Administration. **Proposal 2:** (in agenda) would keep the EM position the same as it currently is; reports to the County Administrator. Right now we have a lack of the secondary coordinator. I would like to ensure that we have a primary/and secondary. It makes sense to me that Brian (911 Director) would be the secondary. **Proposal 1:** EM still reports to the Co. Admin, but allows the Emergency Manager to work in coordination with the 911 Director. With the 911 Director as secondary, should something happen, the primary quits/retires, we still have a secondary with the knowledge to continue on with duties until another person is placed. **Proposal 3:** would move the EM from the direction of the Administrator to under the direction of the 911 Director. Put the EM into the 911 Department under the 911 Director. You'd have Brian as the 911 Director, Andy as the 911 asst. director (secondary) then you'd have the emergency coordinator working with the 911 Director (secondary) in the same office. You could possibly utilize dispatchers on down time to be support staff for the EM, updating some plans, etc. Rich has stated that it would be beneficial to have some support to help with updating paperwork because he attends a lot of (necessary)

meetings. **Proposal 4:** would be what a couple of other counties are doing in the UP (brought up by Com. Piche); would be to eliminate the EM position altogether and put the duties under the 911 Director. What is the best way to go forward with the County? **Schei:** The physical location of the duties of the EM are all over the county, is that a workable situation if the 911 director takes on the duties? Is that going to be an issue? What's the difference between the fourth proposal and the third proposal? **Jason:** Three would be to hire a person to replace Rich that would answer to the 911 Director, the position would move into the 911 department. Four would be to give all duties to the current 911 director and NOT hire an Emergency Manager. **Schei:** As the County Administrator, do you have a preference? **Jason:** Let's talk about pros and cons first. Lang; according to these job descriptions, it says the Emergency Management coordinator serves all municipalities within the county with a population of less than 10,000, so that's everyone in the county. Who does he get his authority from the county board or the state? **Jason:** the state requires we have an emergency manager. It's acceptable to have the 911 director do those duties. He does get his authority from the County Board, but the County Board is required to have Emergency Management in the County. **Sherry:** Per statute; in the absence of an emergency management coordinator, the chairman of the County Board is responsible for those duties. **Jason:** If we didn't hire a new manager, we'd be looking at saving \$65,000/yr. We have examples from other counties that this can work via 911. **Pros:** basically financial. **Cons:** more duties onto the 911 Director. Will that entail a salary increase in the future, can that person handle the additional work? Hiring another EM in the same department as 911. **Pros:** Two people working in closer quarters would likely improve communications between the two of them (primary and secondary). Open up the possibility for support staff, using Andy as the assistant, or possibly using dispatchers on downtime to help update emergency plans and do some of the paperwork that the EM does. **Con:** taking away the control of EM under Admin/county chair; now falls under 911 Director. Leaving it the way it is, we've had a really good EM here however **Cons:** communications aren't where I'd like to see it between the current EM and the 911 Director. **Phelps:** in what perspective Jason? **Jason:** Rich now feels that the administrator falls into play when the EM is not able to go to meetings, etc. and would be the secondary EM. I don't have much experience in EM, none actually. I'm not a former law enforcement or EMS. I feel it's most appropriate/logical for EM to fall under law enforcement or emergency service type department; then that person would be secondary. **Ken Marks:** I think that position needs a backup. I was operations/incident command. Emergency management has their duties but are separate from the sheriff dept. I have many volunteers to detail duties to. I don't have the time to take on the EM duties too. Some counties do have the sheriff in charge of emergency management. My recommendation is to choose one of the options, but don't let it go. I support this position; I think this position is very important. To save \$60,000 and only look at it money wise, I don't recommend. Ultimately the responsibility falls under the County Chair. Current EM has been very active in the schools and bringing grant \$ in for use at the schools for security. We are way ahead of the other counties on this. Rich has done a great job. **Schei:** Emergency plan at the airport. EM looked at the plan, the manager of the airport calls 911, then the sheriff dept. is contacted. Plan needs to be updated and EM would be involved in the emergency, if one happens. 1. - money for a full time person, I think is warranted. 2. Having a person responsible that will be able to do these duties. 3. The backup person; I don't think the administrator has the time or experience to do that. It's not in his contract and we're not paying him to do that. **Jason:** what I want to do is improve the communications & coordination between our EM and who our secondary is going to be. If it comes down to me as Co. Admin, to designate that person, I'll choose the 911 Director. Right now, if Rich isn't here, we have no one that knows what's going on. DuPont in an emergency situation, it's always better to have two people in the know of what's going on, than one. Sifts may be necessary in emergency situations. **Phelps:** having the 911 Director as back up, I agree with that. I'd like to hear from the Emergency Services coordinator and the

911 Director and they're not here. I'm in favor of number 1. How did Rich feel about it being combined with 911? He had two things that he would support. One would be to combine it together with 911 and no EM would be hired. Also, he thought it would work if the EM would oversee the entire dept. and the 911 director be under the EM. **Cech:** I believe we need to have someone oversee any emergency that comes about. Proposal 1: we've got a great EM with Rich. I like number 1 at this time, keep a full time position and have Rich train as much as possible. **Com Piche:** One part that Rich talked about was adding another dispatcher/Asst. EM coordinator. **Cech:** Andy's main job is backup of 911 operations. **Phelps:** If Rich is leaving, we have to make a decision. I'd like Brian's opinion on this. **Schei:** I recommend proposal #1 go to the full board for discussion. **Cech:** I agree. We can always tweak it at another time if need be. But I think #1 is the way to go. **Bernie:** We're going to have a hard time hiring someone, much less with extensive experience. I move we recommend proposal #1 to the full board, Com. Schei seconds. 4/0

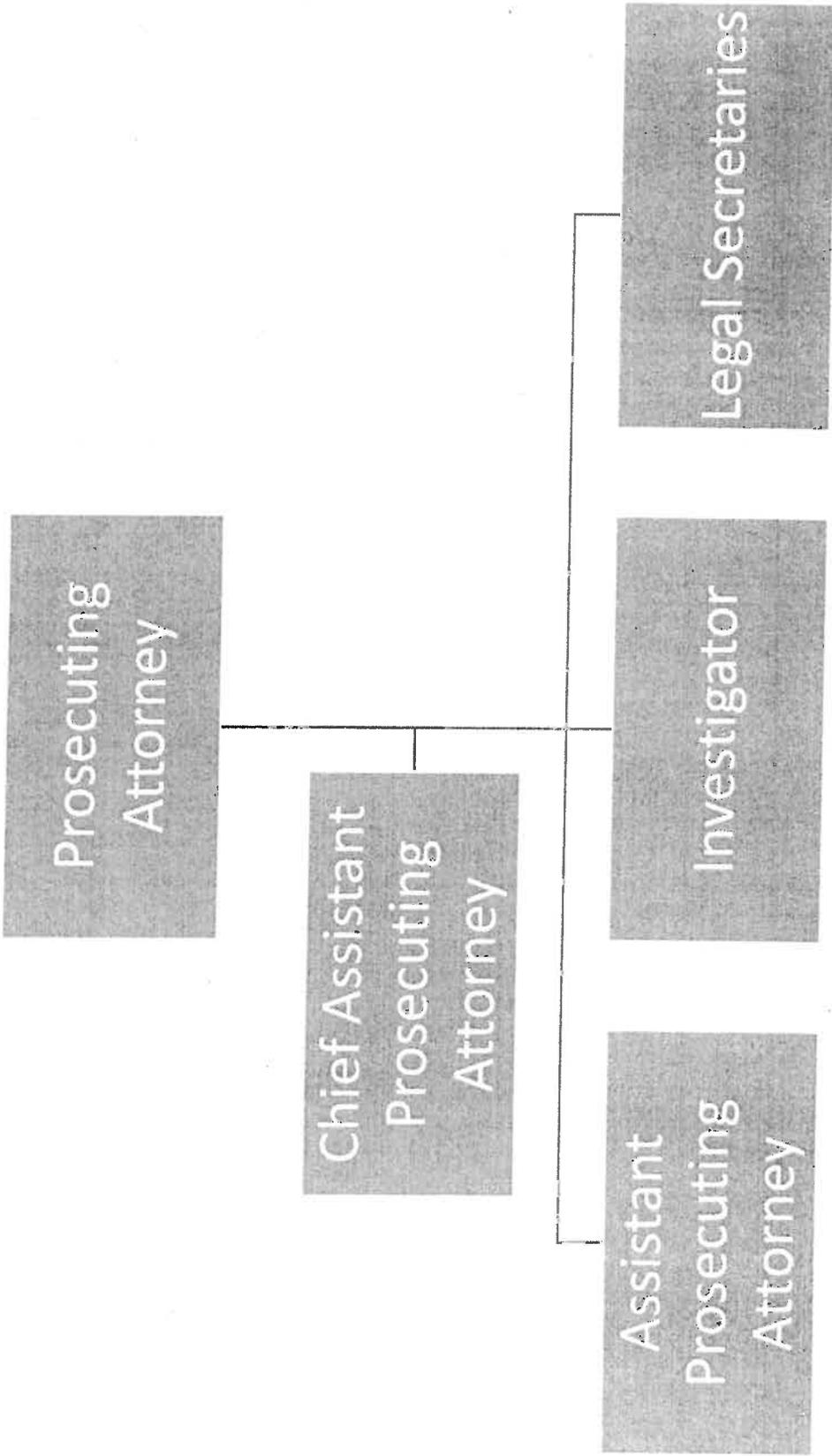
- b) **Discussion/Action: Security Personnel at County Board Meetings – Cech:** Where did this come from? **Phelps:** Me. It's come to my attention that some safety and unbecoming conduct with people of the public has been happening at meetings. Airport meetings, some of the commissioners are being harassed. We've got some issues coming down the pike here, which I feel after speaking with Sheriff Marks, we may have some incidents of hostility coming down the pike. I'd like to have security at our board meetings. I'd like Sheriff Marks to enlighten this for us. **Bernie:** I don't disagree with the sheriff providing security at meetings; the most security is right here at the courthouse, we've got an x-ray machine, metal detector, and an officer at the single entry door. That's the best security anyone in the county can have. Perhaps one of the solutions is to have more meetings at the courthouse. **Phelps:** we were looking at security at the annex building, some locks and active shooter training; did that ever occur? **DuPont:** Yes. **Sheriff:** Courthouse security is here for operations and CB meetings. That person is paid out OT for meetings. We've had deputies at the Airport. Sometimes they are paid overtime. Each shift we only have two deputies on duty in the county. We cover it as we can, but we pay overtime for our officers to cover. If meetings are at the Courthouse, we can call the City police, and our jail officers over if something happens, to help with costs. If you have meetings outside of the courthouse, I can have coverage... but it will cost the county in overtime. **Phelps:** we talked about no cost to the county. **Ken:** Most of the time we can get a road officer to a meeting. But if we call someone to cover a meeting, there will be costs to do that. We have armed reserves, but they can't arrest anyone. They don't have the power to do that. They're volunteers, they don't have arrest power. I'm getting more requests for security from townships for their meetings lately. **Cech:** If meetings are at the annex, the sheriff will know. I don't think this issue is that much of an issue. **Phelps:** when people are being followed to their vehicles, I'm obligated to bring it to the board's attention. **Schei:** I think there have been issues at the airport that could have used help. I'm a proponent to having meetings at the courthouse. It's the county seat. I was uncomfortable with over 300 people for the mining issue at the annex and was glad the sheriff dept. was there. I personally think that this is the only place to have County Board meetings, at the county seat. **Bernie:** I've been saying that for years. I wholly agree with you. **Schei:** We should be proactive rather than reactive. **Ken:** We do have camera's observing the parking lot at that office. When an officer is there, the cameras are watched; but there is not always a deputy there. Townships don't pay us to go to their meetings but they do provide taxes and the road patrol millage is part of those taxes. We help out where we can when we can. **DuPont:** We'll have two proposals at the re-organizational meeting (as in the past) to have all CB meetings here and another to have meetings split between here and the annex. But it's the CB that will make the final decision on this. **Schei:** Do we want the full board to discuss this further? (To Chairman) As board chairman, do you think this should be discussed as a full board? **Schei:** I move to send this forward to the CB meeting

for discussion seconded by Com. Phelps. 3/1 Com. Lang voted no. **Bernie:** I think we covered the subject quite well at this meeting.

Public Comment: **Steve Gromala,** Com. Cech cleans up well, and owes me a dollar for being quiet for over an hour. **Diane Lesperance:** I'm hoping that the board continues to talk about having all of the meetings at the county seat. You paid all of this money for security and then you keep opening up the commissioners and the public to a chance of some problems because you're not using your courthouse (county seat) for your meetings. I hope you pursue the meetings to be at the courthouse. **Gerald Piche:** Emergency Coordinator position. I've had a problem for the last 6 years about the County Chair taking over the duties of EM. No county chair "can" do that job. We don't have that knowledge. We need someone on the payroll that is going to be relativity ready and I think that's the important key. You can word it in the rules that the CB chair is second in command, but it's not realistic. **Steve Gromala:** I agree with Gerry, the one area that the CB has, is the power to make financial decisions. Recommendation of #1 is a good idea. **Gerry:** I like what Steve said and I think he covered what I had to say. **Ken:** We've had some board meetings at my township, at one time they were overheated. I felt if it weren't for me being there, I believe the people were put at risk. Townships don't have the security to deal with public issues. By law, my office has to be at the county seat, I believe the Commissioners should also be at the county seat for County Board meetings.

Commissioner Comment: **Bernie:** awhile back we approved a \$25,000 grant to augment veteran's services. Where are we with that? **Jason:** I sent them an email yesterday. The legislature is making some changes so we are going to get \$25,000 by Jan 31st, and about \$4,000 above that (which will be reimbursed if used). I was told we can put together a PT job description together and get ready for January hire. Some of the left over money can be used for computer equipment. It will be a yearly recurring grant according to the state. **Phelps:** In the spring when I spoke to some of the departments, I found that there has not been a fire drill here in a very long time. I would like to see Com. Schei and Com. Cech organize this with our fire chief, Mr. Peterson. We have some newer employees in the courthouse and don't have a clue what to do in case of a fire. **DuPont:** That's not the Commissioners' job to organize a fire drill. That duty belongs to the Emergency Manager to coordinate with the administrator. That is what needs to happen. **Phelps:** Then that's what I'd like to see what happens.

Adjournment: **Cech** made a motion to adjourn at 10:30 AM, **Schei** seconded. Motion carried. 4/0



Menominee County, Michigan Position Description

Title: Chief Assistant Prosecuting Attorney
Department: Prosecuting Attorney
Date: February 2019 -DRAFT

Purpose of Position

Under the direction of the Prosecuting Attorney, regularly performs the functions of an Assistant Prosecuting Attorney, including reviewing and authorizing requests for warrants, determining the appropriate charge and prosecuting criminal cases. Regularly assumes responsibility for prosecuting the more serious and sensitive cases. Supervises legal staff and assists the Prosecutor with other management and administrative functions of the office. Acts for the Prosecuting Attorney in the absence of that official.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- As supervisor of legal staff, participates in employment interviews and selection, assists in the training of staff, assigns work, and assists with employee relations matters.
- Regularly performs the duties of an Assistant Prosecuting Attorney, including researching and preparing criminal cases for trial, appearing in court for pleas, sentencing, arraignments, pre-trials, trials and other matters to represent the Prosecuting Attorney, and drafting various legal documents, briefs and memoranda.
- Assists in administering departmental operations, developing policies and procedures, and other administrative functions. Assists the Prosecuting Attorney in ensuring compliance with all policies and procedures of the office.
- Assists legal and support staff with inquiries related to operational and procedural matters.
- Assists professional staff in the analysis of specific cases, advises on case development and serves as a mentor on legal matters.
- Advises and assists law enforcement officers within the County on legal issues and problems, questions of law and procedure, interpretation of court rulings, case preparation and other matters related to criminal prosecution. Gives legal advice and drafts and authorizes search warrants.
- Prepares and argues appeals, includes legal research, responding to appellant's brief, and preparing pleadings and briefs to be presented and/or argued before the appellate courts. Reviews appellate matters and assigns to legal staff within the office.

Chief Assistant Prosecuting Attorney

- Provides legal opinions to County officials and performs civil work for designated departments as assigned by the Prosecuting Attorney.
- Represents the Prosecuting Attorney at various meetings and functions as designated. Collaborates with other agencies and groups on educational and other efforts designed to address criminal justice issues.
- Acts for the Prosecutor in the absence of that official.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with one year of law clerk and/or trial experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a license to practice Law in Michigan.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as police reports, legal documents and court orders, complaints, warrants, petitions, motions, briefs, subpoenas, statutes, ordinances, administrative rules, legal Webster, warrant and trial manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Prosecuting Attorney and all department personnel, Judges and Court personnel, law enforcement personnel and agencies, witnesses, victims, medical professionals, social workers, mental health workers, other attorneys and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Menominee County, Michigan Position Description

Title: Assistant Prosecuting Attorney
Department: Prosecuting Attorney
Date: October 2000

*Will remain as
 Minister for
 Asst. PA
 if
 Chief
 hired*

Purpose of Position

(MDHHS) MI Dept. of Health + Human Services

The purpose of this position is to prosecute criminal offenses in District and Circuit Courts, prosecute juveniles and represent the ~~Family Independancy Agency (FIA)~~ in Probate Court and the Court of Appeals, and to prosecute mental commitment hearings for Northpointe Behavioral in Probate Court. The work is performed under the direction of the Prosecuting Attorney.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prosecutes criminal and juvenile delinquent offences; prosecutes civil forfeitures and infractions; prosecutes mental commitment hearings; prosecutes order to show cause/reimbursement orders for Probate Court; prosecutes personal protection order violations.
- Prosecutes child abuse cases for the FIA including termination of parental rights and appeals; prosecutes child support cases for the Friend of the Court.
- Prepares a variety of legal documents, reports and correspondence; writes briefs on appeals and motions on pending cases; prepares search and arrest warrants. Prepares document subpoenas to obtain blood results from Wisconsin hospitals. Submits documents to Judges for signature.
- Meets with crime victims and witnesses; meets with defendants regarding criminal offences and traffic matters.
- Provides legal advice to law enforcement personnel and agencies.
- Makes criminal charging decisions; requests police reports.
- Coordinates videotaped testimony.
- Reschedules Court hearings because of witness unavailability.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with one year of law clerk and/or trial experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a license to practice Law in Michigan.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as police reports, legal documents and court orders, complaints, warrants, petitions, motions, briefs, subpoenas, statutes, ordinances, administrative rules, legal Webster, warrant and trial manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Prosecuting Attorney and all department personnel, Judges and Court personnel, law enforcement personnel and agencies, witnesses, victims, medical professionals, social workers, mental health workers, other attorneys and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Menominee County, Michigan Position Description

Title: Legal Secretary/Computer Operator/Crime Victim Advocate

Department: Prosecuting Attorney

Date: February 2019 - DRAFT

Purpose of Position

The purpose of this position is to perform varied administrative and legal secretarial support functions for the Prosecuting Attorney's Office and provide Crime Victim Advocacy through the Crime Victim Rights Act. The work is performed under the direction of the Prosecuting Attorney.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Prepare/type and process various warrants and juvenile petitions; various motions, orders, subpoenas, writs, briefs, legal pleadings, correspondence and other legal forms and documents; Proofread document errors. Determine the proper work flow to manage all case files and notify the Prosecutors when their attention is needed on a file.
- Process email and requests for warrants; ensure that police reports, criminal history information, LEIN information, and other appropriate warrant request paperwork has been submitted. Input data into the "Adult Case Tracking/Juvenile Case Tracking (ACT/JCT)" digital software program from police reports/warrant requests and forward the information to the Prosecutor for review. After review, enter data into ACT/JCT for authorization of criminal warrants and creation of an electronic or digital file; prepare and organize paper document file. Gather and forward all relevant documents to District Court. Receive and respond to demands for discovery, discovery materials, reciprocal discovery, and bill as appropriate for the same. Must be aware of people that are lodged in jail and route the requests accordingly.
- Maintains criminal, juvenile and civil files through use of an ACT/JCT. Process all police reports and other information received from police departments. Process/copy all CD's, DVD's and other digital or electronic media. Maintain statistics of legal activities; incoming petitions, misdemeanors, felonies authorized, and case dispositions. File documents with the Court and continually update files until cases are closed. Track and maintain appeal files. Compile, copy and provide requested documents to the Attorney General/Appellate Court. Prepare writs, detainers and governor warrants; coordinate with police agencies to have prisoners brought from prison or other jail facilities for Court appearances. Generate and process subpoenas for out of state witnesses.

- Respond to telephone callers and visitors. Answer inquiries from attorneys, parties, victims, witnesses, and others regarding departmental procedures, schedules, case information and other matters. Possess skills and knowledge to problem solve, answer questions, and make appropriate referrals; insight and situational awareness to summon the Sheriff's Department for assistance when dealing with difficult people, while maintaining confidentiality.
- Coordinate the scheduling of matters requiring the presence of a Prosecutor with the courts. Update, revise and process information as the cases are returned from the courts and carry out follow-up directives of the prosecutors.
- Review files from attorneys; Generate subpoenas schedule/notify witnesses to meet with the prosecutors & of any canceled proceedings. Close files, enter the disposition into ACT/JCT. Ensure the court's disposition is consistent with the plea agreement. Provide updates and dispositions to police agencies, Friend of Court, DHHS and other agencies as approved by the prosecutors.
- Coordinate the office calendar. Distribute a schedule daily for the next day's Court events, provide notification to the prosecutors of events scheduled, court deadlines, and required actions that need to be addressed by the attorneys for the scheduled Court cases.
- Obtain certified driving records, certificate of convictions, and orders of suspension from Courts or other agencies as appropriate.
- Schedule HIV/STD appointments with the Delta Menominee Public Health Department. Prepare orders and notify defendant, defense attorney and jail of scheduled appointments. Notify victims once testing has been completed.
- Document and process pre-sentence restitution payments. Maintain forfeiture files and supporting documents throughout the Court process.
- Assist Prosecutor with preparing for Court proceedings by marking trial evidence, displaying evidence, video/audio/photo, and assist with the Polycom system. Coordinate with expert witnesses, doctors, psychiatrists and lab personnel for Polycom video testimony. Compile additional necessary documents for Court proceedings.
- Serve as data processing liaison for the office, perform system updates and working with the Prosecuting Attorneys Association to resolve system inquiries and problems.
- Perform a variety of secretarial support tasks such as typing, copying, scanning, emailing, faxing, and filing. Responsible for the daily intake of documents for the Prosecutor's Office. Open all office mail; handle incoming faxed documents, date stamp all correspondence and distribute it appropriately. Responsible for all billings of the office, and maintain financial records.
- Maintain files for Abuse/Neglect and Mentally Incapacitated persons for which the office attends in Probate Court.
- Manage office functions such as establishing and maintaining filing systems. Annually rotating files, boxing files, labeling, and transferring to storage. Ordering and maintaining office supply inventory and related office organizational functions.

Crime Victim Advocate

- Send informational packets to victims of crimes to inform the victim of the charges filed and their rights under the Crime Victim Rights Act. Provide victims with forms to complete and return if they choose to take advantage of their rights under law.
- Inform victims, by letter or telephone, of Court dates and actions taken. Ensure that statutory requirements regarding notification are fulfilled each step during prosecution of the case.
- Advise victims of sentencing dates which includes providing impact statements to be completed by the victim and assist victims in the preparation of such statements.
- Assist victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provide victims with information that may assist in filing a claim.
- Manage, coordinate, compile and calculate necessary documents to generate the annual application to request funding for victim services using Electronic Grants Administration and Management System (E-GrAMS). Generate quarterly and annual program reports, work plan reports and financial status reports using the E-GrAMS program. Remain abreast of victim rights legislation and make appropriate adjustments to program.
- Assist victims in preparing for Court and provide support by familiarizing them with the Court process. Assist and advise victims of trauma, neglect or other various barriers. Schedule appointments and acts as a liaison between the victim and Prosecutor. Attend hearings with victims and explain Court procedures while providing emotional support and informing these individuals of their rights.
- Provide assistance to victims in obtaining Personal Protection Orders
- Attend Legal Secretary / Crime Victim Advocate training to remain informed and up to date with the changes required for the position.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Paralegal or a related field with three years of legal secretarial experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as legal documents, invoices, memos, warrants, statutes, reference materials, policies, procedures, guidelines and non-routine correspondence.

- Requires the ability to communicate orally and in writing with the Prosecuting Attorney and all department personnel, other departments, law enforcement agencies, judges, attorneys, crime labs, victims, witnesses, agencies, bondsmen, health departments, defendants, customers and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Menominee County, Michigan Position Description

Title: Legal Secretary/Computer
Operator/Crime Victim
Advocate

Department: Prosecuting Attorney

Date: October 2000

Purpose of Position

The purpose of this position is to perform legal secretarial support functions for the Prosecuting Attorney's Office. The work is performed under the direction of the Prosecuting Attorney.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Processes and prepares criminal warrants, petitions, subpoenas, bench warrants and writs. Prepares legal documents, reports, briefs contracts and legal publications. Transcribes, prepares and types correspondence including summons, notices, search warrants, etc. Compiles charts and statistics.
- Administers crime victim's rights through written correspondence, telephone and face to face contact.
- Acts as Office Receptionist; interacts with and assists law enforcement personnel, attorneys, court staff, crime labs, witnesses and defendants. Provides information and interpretation to the public. Coordinates and schedules meetings, conferences, court hearings; acts as liaison with all three courts.
- Establishes and maintains civil, criminal, probate, and general office case files and documentation; maintains databases and spreadsheets. Maintains mental commitments and incapacitated adult case files and prepares them for hearings.
- Prepares HIV/Aids Orders, notifies victims and coordinates scheduling with defendants, attorneys and jail personnel. Prepares documents and assists in securing out-of-state witnesses; assists in the extradition of fugitives.
- Obtains certified driving records, registrations and convictions. Reviews and forwards fingerprint cards to Central records.
- Prepares and generates the Circuit Court calendar.
- Maintains computer and office equipment and supplies; prepares expense vouchers.
- Enters criminal data and information data into the computer program.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Paralegal or a related field with three years of legal secretarial experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as legal documents, invoices, memos, warrants, statutes, reference materials, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Prosecuting Attorney and all department personnel, other departments, law enforcement agencies, judges, attorneys, crime labs, victims, witnesses, agencies, bondsmen, health departments, defendants, customers and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date



ORGANIZATION: Menominee County Courthouse

NAME: Molly A. McRae

DEPARTMENT: Prosecuting Attorney

DIVISION: 55

JOB TITLE: Legal Secretary / Crime Victim Advocate



INTRODUCTION TO THE COMPREHENSIVE POSITION QUESTIONNAIRE (CPQ)

This questionnaire is called the "Comprehensive Position Questionnaire" (CPQ). The purpose of the CPQ is to identify the compensable factors associated with the work of your position. The factors contained in the CPQ are universal in scope. They address the important compensation factors that exist in any type of position. In completing the CPQ, you should respond to every section that pertains to your position.

Your responses will not be used to evaluate your job performance. Rather, your responses will be used to develop a classification or job description and/or to determine the relative ranking of your position to other positions in the organization.

After you complete the CPQ, your immediate supervisor will review your responses for completeness and accuracy, using the Supervisor's Review section at the end of the CPQ.

The accuracy of job analysis, job evaluation, and classification/job description preparation will be dependent upon the accuracy of the information you provide when you complete this questionnaire. Errors in job analysis, job evaluation, and classification description preparation could result from inaccurate or incomplete information.

© The Archer Company, 2010

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the Archer Company.

Printed in the United States of America

The Archer Company
COMPREHENSIVE POSITION QUESTIONNAIRE

GENERAL INSTRUCTIONS:

1. Before beginning, please review the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to your position, please indicate by writing "N/A."
2. To complete the questionnaire, please write legibly in ink, or if you prefer, type your responses.
3. If you wish to make additional comments regarding your position, please use the space available in the Additional Information section on page 13 of this questionnaire. If you need more space, you may attach additional pages.

IDENTIFICATION INFORMATION:

Department: Prosecuting Attorney

Employee:

Name: Molly A. McRae Title: Legal Secretary / Crime Victim Advocate
 Phone: (906) 863-2002 ext. _____ Email: mmcrae@menomineeco.com

Your Immediate Supervisor:

Name: William G. Merkel Title: Prosecutor
 Phone: (906) 863-2002 ext. _____ Email: bmerkel@menomineeco.com

PLEASE CHECK (☑) THE APPROPRIATE BOX FOR THE STATEMENTS BELOW:

I am a:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Regular full-time employee | <input type="checkbox"/> Temporary full-time employee |
| <input type="checkbox"/> Regular part-time employee | <input type="checkbox"/> Temporary part-time employee |

I typically work the following shift:

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Night |
| <input type="checkbox"/> Evening | <input type="checkbox"/> Other: _____ |

The full-time standard work week for my position is:

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> 40 hours | <input type="checkbox"/> 35 hours |
| <input type="checkbox"/> 37 1/2 hours | <input type="checkbox"/> Other: _____ |

POSITION RESPONSIBILITIES AND TASKS

1. Position Purpose:

Summarize in one or two sentences the essential purpose of your position.

The purpose of this position is to perform varied administrative and legal secretarial support functions for the Prosecuting Attorney's Office and provide Crime Victim Advocacy through the Crime Victim Rights Act.

It is important to carefully read the following directions.

2. Listing of Essential Position Tasks:

In the space provided on page 4, please list the **ESSENTIAL** tasks and duties involved in the performance of your current job. An essential task is one that is directly related to the purpose of the position and generally cannot be delegated to someone else. Describe each task in a clear, concise statement. **BEGIN EACH STATEMENT WITH AN ACTION VERB** (For example: drives, conducts, repairs, files, types, answers, summarizes, prepares). Avoid ambiguous words like: handles, participates, deals with. You may continue and attach additional sheets, if necessary. Where possible, please group tasks according to major functions.

In the first column, list all of the essential tasks you perform in your job, beginning with the most critical duties. Once your essential tasks are listed, carefully review each one and mark each column based on the following guidelines:

- **Frequency:** How often do you perform the task? Mark the column:

D=Daily W=Weekly M=Monthly Q=Quarterly S=Semi-annually A=Annually

- **Most Important:** Place a check mark (☑) in this column for the **FIVE** tasks you consider the most important.
- **Percentage of Time:** It is important to estimate the percentage of time and the total should equal 100 percent.
- **Physical, Environmental and Sensory Demands:** It is necessary to identify the significant physical, environmental and sensory requirements of each task you identify as essential to your job. Such requirements as unusual or prolonged physical exertion, special manual dexterity, hand and eye coordination, visual or audio perception, fast response or reaction, and deliberate manipulations should be considered.

For each essential position task, mark the columns Physical, Environmental, and Sensory with the appropriate code according to the definitions on the following page. List all that apply to that task or function. **PLEASE NOTE:** In describing the physical, environmental, and sensory requirements of your work, consider the **NORMAL** or **TYPICAL** work environments and demands; not those that are highly unusual or atypical.

POSITION RESPONSIBILITIES AND TASKS

1. Position Purpose:

Summarize in one or two sentences the essential purpose of your position.

The purpose of this position is to perform varied administrative and legal secretarial support functions for the Prosecuting Attorney's Office and provide Crime Victim Advocacy through the Crime Victim Rights Act.

It is important to carefully read the following directions.

2. Listing of Essential Position Tasks:

In the space provided on page 4, please list the **ESSENTIAL** tasks and duties involved in the performance of your current job. An essential task is one that is directly related to the purpose of the position and generally cannot be delegated to someone else. Describe each task in a clear, concise statement. **BEGIN EACH STATEMENT WITH AN ACTION VERB** (For example: drives, conducts, repairs, files, types, answers, summarizes, prepares). Avoid ambiguous words like: handles, participates, deals with. You may continue and attach additional sheets, if necessary. Where possible, please group tasks according to major functions.

In the first column, list all of the essential tasks you perform in your job, beginning with the most critical duties. Once your essential tasks are listed, carefully review each one and mark each column based on the following guidelines:

- **Frequency:** How often do you perform the task? Mark the column:
D=Daily W=Weekly M=Monthly Q=Quarterly S=Semi-annually A=Annually
- **Most Important:** Place a check mark (☑) in this column for the **FIVE** tasks you consider the most important.
- **Percentage of Time:** It is important to estimate the percentage of time and the total should equal 100 percent.
- **Physical, Environmental and Sensory Demands:** It is necessary to identify the significant physical, environmental and sensory requirements of each task you identify as essential to your job. Such requirements as unusual or prolonged physical exertion, special manual dexterity, hand and eye coordination, visual or audio perception, fast response or reaction, and deliberate manipulations should be considered.

For each essential position task, mark the columns Physical, Environmental, and Sensory with the appropriate code according to the definitions on the following page. List all that apply to that task or function. **PLEASE NOTE:** In describing the physical, environmental, and sensory requirements of your work, consider the **NORMAL** or **TYPICAL** work environments and demands; not those that are highly unusual or atypical.

ESSENTIAL POSITION TASKS	Frequency	Most Important	Percentage of Time	Physical	Environment	Sensory
1) Inputs police report/warrant requests into Adult and Juvenile Case Tracking (ACT/JCT)	D-W	<input checked="" type="checkbox"/>	10	2	4	7,8
2) Process and prepare criminal warrants, petitions, subpoenas, bench warrants and writs	D-W	<input checked="" type="checkbox"/>	15	2	4	7,8
3) Preparation of complex legal documents, reports, briefs, contracts and legal publications	D-W	<input checked="" type="checkbox"/>	10	2	4	7,8
4) Interacts with law enforcement, attorneys, court staff, lab experts, witnesses, the public, victims and defendants	D-W	<input checked="" type="checkbox"/>	15	2	2,4,7	2,4,7,8
5) Administer the Crime Victim Rights Act, assists victims in preparing for Court and provides emotional support throughout the Court process.	D-W	<input checked="" type="checkbox"/>	10	2	2,7,10	2,4,7,8
6) Establish and maintains criminal, juvenile and civil files using ACT/JCT and paper filing system	D-W		5	2	4	2,7,8
7) Coordinates and schedules meetings, conferences, court hearings and act as liaison with all 3 courts	D-W		2	2	4	2,7,8
8) Manage telephone callers and visitors, answering inquiries regarding departmental procedures, schedules, case information and other matters.	D-W		6	2	7	2,4,7,8
9) Coordinate the scheduling of matters requiring the presence of a Prosecutor with the Courts and enters dates into Outlook, ACT/JCT and office calendar	D-W		2	1	4	7,8
10) Manages daily documents, copying, faxing, scanning and emailing, open mail, distributes appropriately	D-W		2	2	4	7,8
11) Generate subpoenas, schedule witnesses and notify witnesses of canceled proceedings	D-W		5	1	4	2,7,8
12) Acts as liaison for office, performing system updates and working with Prosecutor and PAAC/PAAM	W-M-Q		1	2	4	2,7,8
13) Assist prosecutors in preparing for Court hearings by compiling the necessary documents	D-W		3	2	4	2,7,8
14) Assists with marking evidence, displaying video/audio/photo in court, assist with Polycorn	W-M		2	2	2,4,7	2,7,8
15) Provides discovery to defense attorneys (i.e. police reports, lab reports, burns DVD's/CD's and flash drives)	D-W		3	2	4	2,7,8
16) Manage and calculate E-GrAMS quarterly and annual crime victim funding reports and annual application	M-Q-A		3	2	4	2,7,8
17) Prepares detainer's/governor warrants, coordinates with police agencies, prisons, jails, and governor offices to bring prisoners from other states	M		2	2	4	2,7,8
18) Documents and processes pre-sentence restitution payments	M-Q		1	2	4	2,7,8
19) Prepare HIV/STD orders, notifies victims and schedule w/defendants, attorney and jail	Q		1	2	4	2,7,8
20) Manages office functions, rotating, boxing, labeling files. Ordering and maintain supply inventory	M-Q-A		2	4	1,4,5	2,7,8

Physical Requirements:

<u>CODE</u>	<u>REQUIREMENT</u>
1	<u>Sedentary to light work.</u> Some reaching, handling, fingering, and/or feeling of objects and materials.
2	<u>Light physical effort in sedentary to light work.</u> May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.
3	<u>Very moderate physical effort.</u> Light work with some combination of stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
4	<u>Moderate, though not constant physical effort.</u> Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
5	<u>Regular and, at times, sustained physically demanding work.</u> Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve manipulating of 21-50 pound items.
6	<u>Regular and sustained physically demanding work.</u> Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items.
7	<u>Heavy physical effort with greater emphasis on climbing and balancing.</u> Some combination of stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items. May occasionally involve heavier items (up to 100 pounds).
8	<u>Very heavy physical effort.</u> Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items up to 100 pounds. Occasionally heavier items (100 pounds or over).
9	<u>Extremely heavy physical effort.</u> Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items in excess of 100 pounds.

Environmental Requirements:

<u>CODE</u>	<u>REQUIREMENT</u>
0	No environmental risks
1	Temperature/Weather Extremes
2	Strong Odors
3	Toxic/Poisonous Agents
4	Smoke/Dust/Pollen
5	Wetness/Humidity
6	Animals/Wildlife
7	Disease/Blood/Bodily Fluids

Sensory Requirements

<u>CODE</u>	<u>REQUIREMENT</u>
8	Electric Currents
9	Explosives
10	Violence
11	Bright/Dim Light
12	Noise Extremes
13	Vibrations
14	Machinery
15	Traffic Hazards
1	<u>Color</u> - perceive/discriminate
2	<u>Sound</u> - perceive/discriminate
3	<u>Taste</u> - perceive/discriminate
4	<u>Odor</u> - perceive/discriminate
5	<u>Depth</u> - perceive/discriminate
6	<u>Texture</u> - perceive/discriminate
7	<u>Visual</u> - perceive/discriminate
8	<u>Oral Communications</u> - ability

3. Data/Information Used:

a. List below the type(s) of Data/Information you RECEIVE and/or REVIEW.

(Examples: vehicle maintenance reports, production reports, billing invoices, personal checks, patient records, insurance forms, attendance records, drafts of letters, time sheets, flow chart diagrams, architectural drawings, electrical diagrams, diagnostic reports, meter readings, etc.) Beside each item you list, briefly describe the purpose or reason for which you receive it. Then briefly state what you do with it and/or the data/information contained in it after you receive it. (Examples: transcribe, type, copy, record, edit, analyze, evaluate, file, calculate, make recommendations, make decisions, etc., from the data/information it contains.)

Type of Record/Report, Chart, Etc.	Purpose or Reason for Receiving It	What You Do With It
Police reports, LEIN, photos, video, audio, flash drives	For criminal prosecution	Log, review, and request further information as needed,
911 recordings, lab reports, DataMaster results, fingerprints,		provide to P.A. and process once charging
chemical test rights, driving records, search warrants,		decision has been made, generate files and
bank records, traffic crash reports, medical records.		manage files throughout the life of the case.
Court filings (i.e. judgments, orders, petitions)	Filing as part of P.A. file	Process, respond and file appropriate documents
		according to documents received while notifying P.A.
Pre-sentence Investigation Reports	Inform P.A. the necessary information to sentence defendants	Provide to P.A. and defense attorney within the regulated time frame.
Billing Invoices	Inspect for accuracy on orders	Turn into P.A. and process after approval
Please see page attached		

b. List below the type(s) of Data/Information you must PREPARE.

(Examples: billing statements, production reports, vehicle maintenance reports, patient records, flow charts/diagrams, newspaper copy, laboratory reports, statistical analyses, payroll checks, performance appraisals, diagnostic reports, annual reports, purchase orders, etc.) Beside each item you list, briefly describe the purpose for which you prepare it. Then briefly state what you do with it after you prepare it. (Examples: make copy, mail, transmit, file, collate, publish, make presentation, discuss it with supervisor, etc.)

Type of Record/Report, Chart, Etc.	Purpose or Reason for Preparing It	What You Do With It
Criminal warrants, juvenile petitions	Criminal prosecution	Generate complaints, process files, and delivers to appropriate police agency.
Motions, orders, search warrants, Circuit Court bench warrants, proofs of service, briefs, legal pleadings, and other legal documents.	According to Court and P.A. instructions and Court Rules	Create appropriate documents, obtains signatures, file with court and serve to appropriate parties.
Subpoenas, bank record subpoenas, subpoenas medical records, out of state witnesses and memos.	To obtain further information for prosecution	Generate documents, obtains signatures, file with court and deliver to appropriate destination.
E-GrAMS application, quarterly and annual program reports, work plan reports, and financial status reports.	To provide funding for crime victim advocate services.	Manage, coordinate, compile and calculate necessary documents to generate the annual and quarterly reports.
Discovery for defense	Per Court Rules	Review, copy documents, burn DVD's, CD's, flash drive and provides to defense attorney.
Please see attached sheet.		

3)

A.

<u>Type of Record/Report, Chart, Etc.</u>	<u>Purpose or Reason for Receiving It</u>	<u>What You Do With It</u>
Telephone/email communications/ fax	Send and receive information on cases	Respond, assist or forward on to P.A.
Office mail	Office communication and updating office files	Open, date stamp, distributes to appropriate destination

3)

B.

<u>Type of Record/Report, Chart, Etc.</u>	<u>Purpose Reason for Preparing It</u>	<u>What You Do With It</u>
Detainers, governor warrants, writs.	To bring prisoners to Menominee County, State of Michigan for prosecution.	Prepare, coordinate with in state and out of state governor's offices and police agencies.
Expense vouchers, invoices, witness certificates	Pay witnesses, bills, reimbursement	Generate documents, receive approval from Prosecutor, and submit to appropriate destinations, mail once complete.
Timesheets	Payroll / Track use of time	Log data and turn in for payroll
Statistical Analysis	Quarterly and Annual reports	Generate report through ACT/ JCT programs to provide status updates / disposition to police agencies, Friend of Court, DHHS, and other agencies.
Prosecutor's Calendar	To update and inform P.A. of court dates and meetings	Enter information into Outlook calendar and post on office calendar board.

c. List below the type(s) of Data/Information to which you REFER.

(Examples: computer program manuals, policy manuals, accounting principles, architectural drawings, vehicle maintenance manuals, medical books, electrical diagrams, zoning maps, law books, social service programs, handbooks, etc.) **Beside each item you list, briefly describe the purpose for which you refer to it.** (Examples: repair vehicles, write reports, teach classes, conduct appraisals, organize work, etc.)

Type of Manual/Book, Drawing, Etc.	Purpose for Which You Refer to It
Adult Case Tracking / Juvenile Case Tracking	Log information, manage electronic files, generate legal documents, and track court dates.
Case files	To track and provide accurate information, updating files, logging information, to keep P.A. organized and informed throughout the life of the case.
Warrant Manual	Criminal charge codes
Outlook (calendar and email)	Manage P.A. schedule, track cases, and maintain office functionality. Refer to incoming and outgoing email communication.
Please see attached sheet.	

4. Human Interaction/Communication:

a. List those people or groups with whom you must communicate in the performance of your work. List the individuals you supervise in Section C. (Examples: customers, patients, clients, students, trainees, immediate supervisors, counselors, subordinates, supervisors in other departments, consultants, sales representatives, etc.) **Beside each person or group you list, state the purpose for which you interact and/or communicate.** (Examples: give directions, advise, counsel, discipline, examine, psychoanalyze, receive advice, receive directions, administer medicine, negotiate, influence, interview, instruct, present, assist, supervise, sell, accept payments, etc.)

Person/Group With Whom You Communicate/Interact	Purpose of Communication/Interaction
Prosecutor and Chief Assistant Prosecutor, Legal Secretary / Crime Victim Advocate colleague	Communicate and coordinate the daily function of the office and case files.
Defense Attorneys	Provide discovery and relay information to prosecutor's.
General public	Provide direction and assistance.
Defendants	Inform them of legal process and property return.
Victims	Advise victims of their rights and the court process while providing emotional support and provide resources within our community.
Please see page attached	

b. Check (☑) below those supervisory responsibilities which are a part of your position:

- | | | | | | | | | | | |
|--|---|---|---|---|---------------------------------------|---|--------------------------------------|--|---|--|
| <input checked="" type="checkbox"/> Instructing | <input type="checkbox"/> Allocating personnel | | | | | | | | | |
| <input checked="" type="checkbox"/> Assigning work | <input checked="" type="checkbox"/> Acting on employee problems | | | | | | | | | |
| <input checked="" type="checkbox"/> Reviewing work | <input type="checkbox"/> Selecting new employees | (Recommend? <input type="checkbox"/> Approve? <input "="" type="checkbox"/> Planning work of others | <input type="checkbox"/> Transferring/promoting | (Recommend? <input type="checkbox"/> Approve? <input "="" type="checkbox"/> Maintaining standards | <input type="checkbox"/> Disciplining | (Recommend? <input type="checkbox"/> Approve? <input "="" type="checkbox"/> Coordinating activities | <input type="checkbox"/> Discharging | (Recommend? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Evaluating performance | <input type="checkbox"/> Salary increases | (Recommend? <input type="checkbox"/> Approve? <input 81="" 892="" 913="" 953"="" data-label="Text" type="checkbox/>)</td> </tr> </table> </div> <div data-bbox="/> <p>c. List below the names of employees you directly supervise. Beside each individual you list, state his/her title, whether he/she is full-time or part-time, and, if applicable, the number of people he/she directly supervises.</p> |

3.

C)

Type of Manual/Book, Drawing, Etc.

Purpose for which You Refer to It

Electronic Grants Administration and Management System

To continually stay informed of the crime victim grant status and updates.

Offender Tracking Information System

To track prison inmates.

Prosecuting Attorneys Association of Michigan

To stay informed of upcoming trainings, legal updates, update warrant manual.

State Court Administrator's Office

To obtain, generate, and research Court documents.

Legal Dictionary

For legal terminology

VINELink / Mobile Patrol

Locating and tracking inmates to inform prosecutor, victims

Voucher Ledger

Maintain voucher records

Adult Case Tracking and Juvenile Case Tracking Manual

Troubleshoot technical issues with program

Communications and address book

Attorneys, police agencies, DHHS, and other local agencies contact information.

Polycom Manual

To properly use device and troubleshoot problems.

4.

A)

Person/Group With Whom You Communicate/Interact

Purpose of Communication/ Interaction

Court Clerks

Confirm appropriate paperwork has been completed, court dates, jury questionnaires and other court procedural questions.

District/Circuit/Probate Judges

Obtain signatures on orders, writs, nolles, extraditions, search warrants, detainers, and other legal documents.

Police Agencies (i.e. State Police, Sheriff's Department, City Police, Hannahville Police, DNR, UPSET, CN Railroad)

Receive and request information needed for prosecution, provide status updates, disposition, and coordinate with officers subpoenaed for court. Manages pick-up of inmates for detainers, Governor warrants, and writs.

911 Director / Dispatchers

Request 911 recordings, coordinate witness testimony.

Correction Deputies

Summon Deputies for assistance when dealing with individuals who are disruptive or may have outstanding warrants. Communicate and coordinate to assure writs, complaints, and other legal documents necessary for service have been served/processed in a timely manner.

Forensic Scientists

Obtain Laboratory reports, coordinate witness testimony.

Doctors, nurses, other medical Personnel

Obtain medical records and coordinate witness testimony.

Expert witnesses (i.e. Cellular companies, Facebook, Snapchat)

Obtain necessary documents and assist Prosecutor with coordinating witness testimony.

Health Department

Schedule HIV/STD testing for defendants.

DHHS

Obtain information regarding neglect abuse petitions. Inform them of case status.

Probation / Parole Officers

Receiving pre-sentence investigation reports and information regarding defendants on probation and parole.

Tri-County Safe Harbor, Alphabet Shuffle and Rainbow House

Communicate with agencies to schedule meetings, assist victims and the community.

Electronic Grants Administration and Management System personnel

Communication with personnel to troubleshoot grant program issues and to remain informed of updates and trainings.

Media

As advised by Prosecutor, provide news release information.

Person(s) You Directly Supervise	His/Her Job Title	Part-Time or Full-Time	Number He/She Supervises
N/A			

d. List any individuals you coordinate or supervise that are not employees, such as volunteers, students, etc.

General public, defense attorneys, defendants, victims, witnesses, police agencies, forensic scientists, doctors, nurses and other medical personnel, expert witnesses, Health Department, probation and parole officers, E-GRAMS personnel, media, Tri-County Safe Harbor, Alphabet Shuffle and other local agencies, Governor's offices, courthouse, jail, and prison staff through other counties and states.

5. Machinery, Equipment, Tools, Supplies, and Materials Used:

a. Machinery/Equipment

List below the type(s) of machinery and/or equipment that you use or service in the performance of your work. (Examples: personal computer, computer terminal, printer, typewriter, tractor, dump truck, air conditioner, dialysis machine, drill press, offset press, etc.) Beside each machine or piece of equipment you list, describe the purpose for which you use or service it. Then briefly specify what you do with it. (Examples: operate it, repair it, maintain it, etc.)

Type of Machinery/Equipment	Purpose For Which You Use or Service It	What You Do With It
Personal Computer	ACT/JCT, emails, document processing, burn DVD/CD	Operate / maintain
Telephone	Communicate with agencies, the public, attorneys, courts	Operate / maintain
Typewriter	Create tabs and edit documents	Operate / maintain
Copier	Copy, scan, fax, print documents	Operate / maintain
Laptop	Display photos, video and audio in court	Operate / maintain
Polycom	Allows defendant/witnesses to testify in local courtroom	Operate / maintain
Personal cellphones	To communicate and coordinate with P.A. in court	Operate / maintain
	and to operate the Polycom RealPresence App.	
	for witness testimony	
Please see page attached		

5.

A)

<u>Type of Machinery/Equipment</u>	<u>Purpose For Which You Use or Service it</u>	<u>What You Do With It</u>
Calculator	Add, multiple, divide witness mileage, E-GrAMS reports and restitution	Operate / maintain
Notary Seal	To notary seal documents	Operate / maintain

b. Computer Software

Listed below are some common reasons for using software. Next to each reason that applies to your work, list the type(s) of computer software you use. (Examples: Word, Excel, C++, Microsoft Access, etc.) Beside each type of software program you list, briefly describe the specific purpose(s) for which you use it. (Examples: prepare letters and memoranda, design spreadsheets, design databases, enter data into accounting system, etc.)

Reason for Using Software	Type of Computer Software	Specific Purpose For Use
Word processing	Microsoft Word and Excel	Prepare correspondence and documents
Data entry into computer system	Adult and Juvenile Case Tracking, Excel, Microsoft Word	Manage case files and process legal documents
Desktop publishing	Microsoft Word	Create and edit legal documents, vouchers, invoices
Enter data in existing spreadsheet	Excel	Enter data
Design / format spreadsheets	N/A	N/A
Enter data in existing database	Adult and Juvenile Case Tracking	Manage case files and process legal documents
Design / develop new databases	N/A	N/A
Develop/maintain website	N/A	N/A
Other	Copier management program	Update and maintain information for office communication

c. Tools

List below the type(s) of tools that you use in the performance of your work. (Examples: mechanic's tools, drafting instruments, artist's instruments, surgical instruments, diagnostic instruments, sports paraphernalia, pick-ax, shovel, carpenter's tools, etc.) Beside each type of tool you list, briefly describe the purpose for which you use it.

Type of Tool	Purpose for Which You Use It
Stapier, 3-hole punch, scissors, pen/pencils, markers, labels, files, books, date stamps	General office work

d. Supplies and/or Materials (Supplies and materials that are used)

List below the types of supplies and/or materials that you use in the performance of your work. (Examples: secretarial supplies, clerical supplies, artist's supplies, medical supplies, testing materials, replacement parts, etc.) Beside each type of supply or material you list, briefly describe the purpose for which you use it.

Type of Supply/Material	Purpose for Which You Use It
Secretarial supplies	Daily office function
Clerical supplies	Daily office function
Brochure's	Inform victims and the public of requested information
Victim Compensation Applications	Provide to victims for reimbursement

6. Verbal / Language Requirements:

a. Check (☑) below the technical or professional language that you must use in the performance of your work. Also indicate the specialty associated with the language you check. Please be specific about your specialty:

- Medical (specialty General)
- Engineering (specialty N/A)
- Legal (specialty Criminal, civil, family)
- Counseling (specialty Victims)
- Music (specialty N/A)
- Other Hearing and verbally impaired persons

- Accounting (specialty E-GrAMS, restitution)
- Mechanics (specialty N/A)
- Electrical (specialty N/A)
- Human resources (specialty N/A)
- Marketing (specialty N/A)
- Foreign (specify N/A)

b. Other language requirements: Assist in communicating with hearing, mentally or verbally impaired persons

7. Mathematical Requirements:

a. Check (☑) those statements below which most accurately describe the level of mathematics that you must use in the performance of your work:

- Add/subtract
- Multiply/divide
- Decimals/percentages
- High school algebra
- High school geometry
- High school trigonometry

- Descriptive statistics
- College algebra
- College geometry
- College trigonometry
- Integral calculus
- Differential calculus

- Statistical inference
- Statistical theory
- Linear programming
- Quadratic programming
- Dynamic programming
- Other _____

b. For each item checked, give an example of how you use it in the performance of your work.

Calculate witness testimony fees, E-GrAMS reports, vouchers, invoices, pre-sentence restitution, fines and costs.

8. Situational Reasoning Requirements:

a. Give up to three (3) examples of the types of decisions required in your work which are likely to have the most impact on the work of your unit, department, and/or organization.

1) Confidentiality

2) Prioritizing and communicating classified information with Prosecutor's

3) Managing the general public including emotional, irate and hostile people

10. Education Required:

- a. Check (☑) the statement(s) below which most accurately describes the amount of classroom education that is required to perform the tasks and responsibilities of your current position. Beside the item checked, describe the type of training required.

	Major Field of Concentration or Training
<input checked="" type="checkbox"/> High School diploma/GED Required	Secretarial / Business
<input type="checkbox"/> Vocational/technical diploma	
<input checked="" type="checkbox"/> College Coursework	Office Administration / Paralegal work
<input checked="" type="checkbox"/> Associate's degree	or equivalent experience
<input type="checkbox"/> Bachelor's degree	
<input type="checkbox"/> Master's degree	
<input type="checkbox"/> Doctoral degree	
<input type="checkbox"/> Other	

- b. List below the educational degrees, diplomas, certificates, etc. that you currently hold. Show the school or college which awarded them. Please be specific.

Degree, Diploma, Certificate Awarded	Awarding Institution
Diploma	Lowell High School

- c. List below any professional, paraprofessional, or technical certificates or licenses, etc. that you currently hold. Beside each certification listed, state whether it is required for the position you now hold.

License or Certification Held	Required for Position			
Notary Public, State of Michigan	<input checked="" type="checkbox"/>	Yes	No	<input type="checkbox"/>
LEIN Certification	<input checked="" type="checkbox"/>	Yes	No	<input type="checkbox"/>
Drivers License	<input type="checkbox"/>	Yes	No	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	Yes	No	<input type="checkbox"/>

11. Environmental Requirements:

For each of the environmental requirements you indicated on page 4 (Essential Tasks), explain the type and severity of the injury that could result. Then indicate the likelihood of such an injury occurring assuming standard safety precautions are taken and proper procedures are followed (examples: unlikely, slight likelihood, moderate likelihood, likely, very likely, extremely likely).

Environmental Requirement	Type of Possible Injury	Likelihood of Possible Injury
2 - Strong Odors	Illness	Unlikely
4 - Smoke/dust/pollen	Allergic reaction	Moderate likelihood
7 - Disease/blood/bodily fluid	Disease (MRSA, HIV, AIDS)	Slight likelihood
10 - Violence	Physical harm, emotional trauma, possible death	Moderate likelihood

b. If you make mistakes in your work, could others be hurt physically? How badly? Explain.

Yes, with the release of confidential information, the defendant could locate and physically harm them victims or witnesses.

If a warrant was not issued in a timely manner, a suspect could harm, molest, steal or threaten again.

If a victim has not been notified upon the release of a defendant they could be physically harmed, threatened or killed.

c. Describe any degree of mental stress that you experience in the performance of your work. (Consider work that requires constant attention, work done under tight deadlines, and so on.) Please give examples.

Please see attached document.

12. **Planning / Scheduling Requirements:**

a. Check (☑) below the planning/scheduling time frames that are typically required in the performance of your work.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> One day | <input checked="" type="checkbox"/> Two to three months | <input type="checkbox"/> One to two years |
| <input checked="" type="checkbox"/> One week | <input checked="" type="checkbox"/> Four to six months | <input type="checkbox"/> Three to five years |
| <input checked="" type="checkbox"/> One month | <input type="checkbox"/> Seven to twelve months | <input type="checkbox"/> Over five years |

b. For each time frame checked, give examples of the type of planning/scheduling required.

One day - preparing for court and pulling files, ensuring proper filing of documents; one week - keeping files current, coordinate with P.A. and prepare cases for hearings, prepare and distribute subpoenas, schedule meetings with victims, witnesses and the public; one month - prepare and file witness and exhibit list, confirm witnesses, continually update ACT/JCT and paper filing system, disseminate Circuit Court calendar, prepare files; two to three months - Scheduling meetings, preparing for trials; four to six months - preparing for trial, meeting with victims, witnesses and police.

13. **Financial Responsibilities:**

a. Indicate below the approximate dollar amount over which your position has budget approval, expenditure approval, or authority over during the course of one year:

	Direct	Indirect
Salaries & Wages:	\$ _____	_____
Materials & Supplies:	\$ 4,000	_____
Equipment:	\$ _____	_____
Outside Services:	\$ _____	19,000 plus _____
Other:	\$ 2,000	_____
Total:	\$ 25,000 plus _____	_____

b. Check the boxes below that describe your role in the budget process for your department or division:

11.

C)

This position is a high stress position with tight deadlines, and high expectations to deliver accurate and clear information as efficiently as possible with the utmost confidentiality. This position is constantly in high demand of first and foremost the prosecuting attorneys. The prosecutors require this position to continually keep them up to date with the office schedule, filings and attending to their constant need for information or paperwork. This position is also continually in high demand by police agencies, court personnel and local agencies. This position informs them of charging decisions, case statuses, dispositions, legal document filings and scheduling's.

This position requires maintaining professionalism under high stress situations when dealing with upset, irate, demeaning or demanding members of the public.

When dealing with victims of crime, many of the victims are suffering from trauma, mental illness, or addiction. These victims vary in age and may have been physically, mentally or sexually abused. These victims may not understand the court process and may be upset or confused with the criminal justice system. Victims may be emotionally traumatized by testimony or the outcome of the case. This can lead to stress on this position to provide the utmost service to the vulnerable members of society.

The Prosecutor's Office is an extremely busy office. This means that this positions employee must be able to change from one task to another swiftly with accuracy and proficiency. This employee must be able to manage numerous interruptions within the office itself as well as the many interruptions from outside of the office.

There is an added stress when preparing for court and attending court hearings. One of the stressful duties is to assure video testimony, using the Polycom system, will work during preliminary exams, motion hearings, or trials. The employee must ensure the system will transition back to display photos, videos, and other exhibits during court at the exact times specified by the Prosecutor, Judge or Defense. Another stressful duty this position endures is counseling and assuring the safety of the victims and witnesses when they are frightened by the defendant, defendant's family or the defendant's friend's during the court proceedings and testimony.

Often time's employees in this position must interact with potentially dangerous / unstable individuals. These individuals are going through defining moments in their lives which can lead to impulsive or irrational behavior. This means the employee always needs to maintain situational awareness to ensure their safety inside and outside of the courthouse before and after work hours.

Additional Information

Work with minimal supervision, making accurate decisions independently in accordance with departmental rules, policies and regulations involving legal matters. This process aids in the conservation of the Prosecutor's time.

Tracking deadlines for arraignments, court hearings, jury trials and other legal documents is absolutely necessary. Prioritizing all aspects of District Court, Circuit Court and Probate Court work product is essential. High organizational skills are a must in this position. High stress levels are a daily occurrence.

The ability to effectively communicate with Judges, court personnel, attorneys, police agencies, jails/prisons, general public, victims and state offices both orally and in writing while maintaining confidentiality is very important.

Following the rules and regulations of the Crime Victim's Rights Act insures that victims in Menominee County know their rights as victims and receive services they may need. Keeping in contact with victims and notifying them of court hearings, preparing them for court and emotionally supporting victims is an essential part of this position.

This position is entirely responsible for managing the Electronic Grants Administration and Management System (E-GrAMS) and keeping up to date with grant reporting and preparing the annual grant application for grant monies to assist in funding the services the Crime Victim Advocate provides to victims of Menominee County.

Attending trainings and seminars keeps the Legal Secretary/Crime Victim Advocate position up to date on changes in the legal system and changes in crime victim advocacy and is essential.

Technological advances have made it more important that the Legal Secretary/Crime Victim Advocate have a sound grasp and understanding of the technology and equipment being utilized in the courts. Further advances are on the horizon as the courts and legal community are moving toward electronic filing of court documents.

After inquiring about this position in other surrounding counties, we have discovered that most prosecuting attorney's offices have multiple staff assigned to a variety of work which we perform. For example, legal secretary, crime victim advocate, office manager and clerk are separate positions in surrounding counties.

Essential Duties and Responsibilities

Legal Secretary

- Prepares and processes criminal warrants and juvenile petitions. Prepares and types various motions, orders, warrants, Circuit Court bench warrants, search warrants, subpoenas, writs and other legal forms and documents and prepares proofs of service as appropriate. Types briefs, legal pleadings, and correspondence for the prosecuting attorneys. Proofreads documents for spelling, punctuation, grammar and format.

Determines the proper work flow to manage all case files and notifies the Prosecutors when their attention is needed on a file.

- Processes email and digital document management record requests for warrants; ensures that police reports, criminal history information, LEIN information, and other appropriate warrant request paperwork has been submitted. Inputs data into digital records management computer software program, Adult Case Tracking/Juvenile Case Tracking (ACT/JCT) from police reports/warrant requests and directs the information to the Prosecutor for review. Inputs fingerprint information into ACT/JCT. After review, is responsible for processing, and entering data into ACT/JCT for authorization of criminal warrants and creation of an electronic or digital file in the document management system and prepares and organizes paper document file. Gathers and forwards all relevant documents to the District Court. The same process is used when requests are received for juvenile petitions. Receiving and responding to demands for discovery, provides appropriate discovery materials, demanding reciprocal discovery, and billing as appropriate for the same. Must be aware of people that are lodged in jail and routes the requests accordingly.
- Maintains criminal, juvenile and civil files through use of an ACT/JCT and paper filing system. Processes all police reports and other information received from police departments. Processes / copies all CD's, DVD's and other digital or electronic media for all cases. Maintains statistics of legal activities such as incoming petitions, misdemeanors, felonies authorized, and case dispositions. Files documents with the Court and continually updates files until cases are closed. Tracks and maintains appeal files. Compile, copy and provide requested documents to the Attorney General/Appellate Court. Prepares writs and coordinates with police agencies to have prisoners brought from prison or other jail facilities for Court appearances. Preparing detainers and governor warrants, coordinating with police agencies, prisons, jails and governors offices to have prisoners brought from other states for Court appearances. Generate and process subpoenas for out of state witnesses.
- Responds to telephone callers and visitors. Answers inquiries from attorneys, parties, victims, witnesses, and others regarding departmental procedures, schedules, case information and other matters. Possesses skills and knowledge to problem solve, answer questions, and make appropriate referrals. Possesses insight and situational awareness to summon the Sheriff's Department for assistance when dealing with individuals who are disruptive or may have outstanding warrants while maintaining confidentiality, and paying attention to the safety and security of the work place.

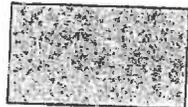
- Coordinates the scheduling of matters requiring the presence of a Prosecutor with the courts and enters dates into the computer system and office calendar. Updates, revises and processes information as the cases are returned from the courts and carries out follow-up directives of the prosecutors.
- Reviews files from attorneys to update information on computer and determine the paperwork that must be prepared. Generates subpoenas for necessary witnesses, including scheduling witnesses to meet with the prosecutors. Notifies subpoenaed witnesses, courts and police agencies of any canceled proceedings. Closes files following receipt of disposition of the case, and enters the disposition into ACT/JCT. Ensures the court's disposition is consistent with the plea agreement. Provides status updates and dispositions to police agencies, Friend of Court, DHHS and other agencies as approved by the prosecutors.
- Coordinate the office calendar. Distributes a schedule daily for the next day's Court events, provides notification to the prosecutors of events scheduled, Court deadlines, and required actions that need to be addressed by the attorneys for the scheduled Court cases.
- Obtains certified driving records, certificate of convictions, and orders of suspension from Courts or other agencies as appropriate.
- Schedules HIV/STD appointments with the Delta Menominee Public Health Department. Prepares orders and notifies defendant, defense attorney and jail of the scheduled appointment. Notifies victims once testing has been complete.
- Documents and processes pre-sentence restitution payments. Maintains forfeiture files and supporting documents throughout the Court process.
- Assists Prosecutor with preparing for Court proceedings by marking trial evidence, displaying evidence video/audio/photo and assisting with the Polycom system and Polycom RealPresence Mobile-Phone app. Coordinates with expert witnesses, doctors, psychiatrists and lab personnel for Polycom video testimony. Compiles additional necessary documents for Court proceedings.
- Serves as data processing liaison for the office, performing system updates and working with the Prosecuting Attorneys Association to resolve system inquiries and problems, includes coordinating computer hardware and software with the Prosecuting Attorneys Association.

- Performs a variety of secretarial support tasks such as typing forms, copying, scanning, emailing, faxing, and filing. Responsible for the daily intake of documents from the Prosecutor's Office. Opens all office mail; handles incoming faxed documents, date stamps all correspondence and distributes it appropriately. Responsible for all billings of the office, and maintains financial records.
- Maintains files for Abuse/Neglect and Mentally Incapacitated persons for which the office attends in Probate Court, and prepares and processes records for a variety of other matters.
- Manages office functions such as establishing and maintaining filing systems. Annually rotating files, boxing files, labeling, and transferring to storage. Ordering and maintaining office supply inventory and related office organizational functions.

Crime Victim Advocate

- Sends informational packets to victims of crime to inform the victim of the charges filed and their rights under the Crime Victim Rights Act. Provides victims with forms to complete and return if they choose to take advantage of their rights under law.
- Informs victims, by letter or telephone, of Court dates and actions taken. Ensures that statutory requirements regarding notification are fulfilled each step during prosecution of the case.
- Advises victims of sentencing dates which includes providing impact statements to be completed by the victim and assists victims in the preparation of such statements.
- Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a claim.
- Manage, coordinate, compile and calculate necessary documents to generate the annual application to request funding for victim services using Electronic Grants Administration and Management System (E-GrAMS). Generates quarterly and annual program reports, work plan reports and financial status reports using the E-GrAMS program. Remains abreast of victim rights legislation and makes appropriate adjustments to program.

- Assists victims in preparing for Court and provides support by familiarizing them with the Court process. Assists and advises victims of trauma, neglect or other various barriers. Schedules appointments and acts as a liaison between the victim and Prosecutor. Attends hearings with victims and explains Court procedures while providing emotional support and informing these individuals of their rights.
- Provides assistance to victims in obtaining Personal Protection Orders
- Attends Legal Secretary / Crime Victim Advocate trainings to remain informed and up to date with the changes required for the position.



ORGANIZATION: Menominee County Courthouse

NAME: Dana L. Cole

DEPARTMENT: Prosecuting Attorney

DIVISION: 55

JOB TITLE: Legal Secretary / Crime Victim Advocate



INTRODUCTION TO THE COMPREHENSIVE POSITION QUESTIONNAIRE (CPQ)

This questionnaire is called the "Comprehensive Position Questionnaire" (CPQ). The purpose of the CPQ is to identify the compensable factors associated with the work of your position. The factors contained in the CPQ are universal in scope. They address the important compensation factors that exist in any type of position. In completing the CPQ, you should respond to every section that pertains to your position.

Your responses will not be used to evaluate your job performance. Rather, your responses will be used to develop a classification or job description and/or to determine the relative ranking of your position to other positions in the organization.

After you complete the CPQ, your immediate supervisor will review your responses for completeness and accuracy, using the Supervisor's Review section at the end of the CPQ.

The accuracy of job analysis, job evaluation, and classification/job description preparation will be dependent upon the accuracy of the information you provide when you complete this questionnaire. Errors in job analysis, job evaluation, and classification description preparation could result from inaccurate or incomplete information.

© The Archer Company, 2010

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the Archer Company.

Printed in the United States of America

The Archer Company
COMPREHENSIVE POSITION QUESTIONNAIRE

GENERAL INSTRUCTIONS:

1. Before beginning, please review the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to your position, please indicate by writing "N/A."
2. To complete the questionnaire, please write legibly in ink, or if you prefer, type your responses.
3. If you wish to make additional comments regarding your position, please use the space available in the Additional Information section on page 13 of this questionnaire. If you need more space, you may attach additional pages.

IDENTIFICATION INFORMATION:

Department: Prosecuting Attorney

Employee:

Name: Dana L. Cole Title: Legal Secretary / Crime Victim Advocate
 Phone: (906) 863-2002 ext. _____ Email: dcole@menomineeco.com

Your Immediate Supervisor:

Name: William G. Merkel Title: Prosecutor
 Phone: (906) 863-2002 ext. _____ Email: bmerkel@menomineeco.com

PLEASE CHECK (☑) THE APPROPRIATE BOX FOR THE STATEMENTS BELOW:

I am a:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Regular full-time employee | <input type="checkbox"/> Temporary full-time employee |
| <input type="checkbox"/> Regular part-time employee | <input type="checkbox"/> Temporary part-time employee |

I typically work the following shift:

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Night |
| <input type="checkbox"/> Evening | <input type="checkbox"/> Other: _____ |

The full-time standard work week for my position is:

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> 40 hours | <input type="checkbox"/> 35 hours |
| <input type="checkbox"/> 37 1/2 hours | <input type="checkbox"/> Other: _____ |

POSITION RESPONSIBILITIES AND TASKS

1. Position Purpose:

Summarize in one or two sentences the essential purpose of your position.

The purpose of this position is to perform varied administrative and legal secretarial support functions for the Prosecuting Attorney's Office and provide Crime Victim Advocacy through the Crime Victim Rights Act.

It is important to carefully read the following directions.

2. Listing of Essential Position Tasks:

In the space provided on page 4, please list the **ESSENTIAL** tasks and duties involved in the performance of your current job. An essential task is one that is directly related to the purpose of the position and generally cannot be delegated to someone else. Describe each task in a clear, concise statement. **BEGIN EACH STATEMENT WITH AN ACTION VERB** (For example: drives, conducts, repairs, files, types, answers, summarizes, prepares). Avoid ambiguous words like: handles, participates, deals with. You may continue and attach additional sheets, if necessary. Where possible, please group tasks according to major functions.

In the first column, list all of the essential tasks you perform in your job, beginning with the most critical duties. Once your essential tasks are listed, carefully review each one and mark each column based on the following guidelines:

- **Frequency:** How often do you perform the task? Mark the column:

D=Daily W=Weekly M=Monthly Q=Quarterly S=Semi-annually A=Annually

- **Most Important:** Place a check mark (☑) in this column for the **FIVE** tasks you consider the most important.
- **Percentage of Time:** It is important to estimate the percentage of time and the total should equal 100 percent.
- **Physical, Environmental and Sensory Demands:** It is necessary to identify the significant physical, environmental and sensory requirements of each task you identify as essential to your job. Such requirements as unusual or prolonged physical exertion, special manual dexterity, hand and eye coordination, visual or audio perception, fast response or reaction, and deliberate manipulations should be considered.

For each essential position task, mark the columns Physical, Environmental, and Sensory with the appropriate code according to the definitions on the following page. List all that apply to that task or function. **PLEASE NOTE:** In describing the physical, environmental, and sensory requirements of your work, consider the **NORMAL** or **TYPICAL** work environments and demands; not those that are highly unusual or atypical.

Physical Requirements:

CODE REQUIREMENT

- 1 Sedentary to light work. Some reaching, handling, fingering, and/or feeling of objects and materials.
- 2 Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.
- 3 Very moderate physical effort. Light work with some combination of stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
- 4 Moderate, though not constant physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
- 5 Regular and, at times, sustained physically demanding work. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve manipulating of 21-50 pound items.
- 6 Regular and sustained physically demanding work. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items.
- 7 Heavy physical effort with greater emphasis on climbing and balancing. Some combination of stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items. May occasionally involve heavier items (up to 100 pounds).
- 8 Very heavy physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items up to 100 pounds. Occasionally heavier items (100 pounds or over).
- 9 Extremely heavy physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items in excess of 100 pounds.

Environmental Requirements:

CODE REQUIREMENT

- 0 No environmental risks
- 1 Temperature/Weather Extremes
- 2 Strong Odors
- 3 Toxic/Poisonous Agents
- 4 Smoke/Dust/Pollen
- 5 Wetness/Humidity
- 6 Animals/Wildlife
- 7 Disease/Blood/Bodily Fluids

Sensory Requirements

CODE REQUIREMENT

CODE REQUIREMENT

- 8 Electric Currents
- 9 Explosives
- 10 Violence
- 11 Bright/Dim Light
- 12 Noise Extremes
- 13 Vibrations
- 14 Machinery
- 15 Traffic Hazards

- 1 Color - perceive/discriminate
- 2 Sound - perceive/discriminate
- 3 Taste - perceive/discriminate
- 4 Odor - perceive/discriminate
- 5 Depth - perceive/discriminate
- 6 Texture - perceive/discriminate
- 7 Visual - perceive/discriminate
- 8 Oral Communications - ability

ESSENTIAL POSITION TASKS	Frequency	Most Important	Percentage of Time	Physical	Environment	Serisory
1) Inputs police report/warrant requests into Adult and Juvenile Case Tracking (ACT/JCT)	D-W	<input checked="" type="checkbox"/>	10	2	4	7,8
2) Process and prepare criminal warrants, petitions, subpoenas, bench warrants and writs	D-W	<input checked="" type="checkbox"/>	15	2	4	7,8
3) Preparation of complex legal documents, reports, briefs, contracts and legal publications	D-W	<input checked="" type="checkbox"/>	10	2	4	7,8
4) Interacts with law enforcement, attorneys, court staff, lab experts, witnesses, the public, victims and defendants	D-W	<input checked="" type="checkbox"/>	15	2	2,4,7	2,4,7,8
5) Administer the Crime Victim Rights Act, assists victims in preparing for Court and provides emotional support throughout the Court process.	D-W	<input checked="" type="checkbox"/>	10	2	2,7,10	2,4,7,8
6) Establish and maintains criminal, juvenile and civil files using ACT/JCT and paper filing system	D-W		5	2	4	2,7,8
7) Coordinates and schedules meetings, conferences, court hearings and act as liaison with all 3 courts	D-W		2	2	4	2,7,8
8) Manage telephone callers and visitors, answering inquiries regarding departmental procedures, schedules, case information and other matters.	D-W		6	2	7	2,4,7,8
9) Coordinate the scheduling of matters requiring the presence of a Prosecutor with the Courts and enters dates into Outlook, ACT/JCT and office calendar	D-W		2	1	4	7,8
10) Manages daily documents, copying, faxing, scanning and emailing, open mail, distributes appropriately	D-W		2	2	4	7,8
11) Generate subpoenas, schedule witnesses and notify witnesses of canceled proceedings	D-W		5	1	4	2,7,8
12) Acts as liaison for office, performing system updates and working with Prosecutor and PAAC/PAAM	W-M-Q		1	2	4	2,7,8
13) Assist prosecutors in preparing for Court hearings by compiling the necessary documents	D-W		3	2	4	2,7,8
14) Assists with marking evidence, displaying video/audio/photo in court, assist with Polycam	W-M		2	2	2,4,7	2,7,8
15) Provides discovery to defense attorneys (i.e. police reports, lab reports, burns DVD's/CD's and flash drives)	D-W		3	2	4	2,7,8
16) Manage and calculate E-GrAMS quarterly and annual crime victim funding reports and annual application	M-Q-A		3	2	4	2,7,8
17) Prepares detainer's/governor warrants, coordinates with police agencies, prisons, jails, and governor offices to bring prisoners from other states	M		2	2	4	2,7,8
18) Documents and processes pre-sentence restitution payments	M-Q		1	2	4	2,7,8
19) Prepare HIV/STD orders, notifies victims and schedule w/defendants, attorney and jail	Q		1	2	4	2,7,8
20) Manages office functions, rotating, boxing, labeling files. Ordering and maintain supply inventory	M-Q-A		2	4	1,4,5	2,7,8

3. Data/Information Used:

a. List below the type(s) of Data/Information you RECEIVE and/or REVIEW.

(Examples: vehicle maintenance reports, production reports, billing invoices, personal checks, patient records, insurance forms, attendance records, drafts of letters, time sheets, flow chart diagrams, architectural drawings, electrical diagrams, diagnostic reports, meter readings, etc.) **Beside each item you list, briefly describe the purpose or reason for which you receive it. Then briefly state what you do with it and/or the data/information contained in it after you receive it.** (Examples: transcribe, type, copy, record, edit, analyze, evaluate, file, calculate, make recommendations, make decisions, etc., from the data/information it contains.)

Type of Record/Report, Chart, Etc.	Purpose or Reason for Receiving It	What You Do With It
Police reports, LEIN, photos, video, audio, flash drives	For criminal prosecution	Log, review, and request further information as needed,
911 recordings, lab reports, DataMaster results, fingerprints,		provide to P.A. and process once charging
chemical test rights, driving records, search warrants,		decision has been made, generate files and
bank records, traffic crash reports, medical records.		manage files throughout the life of the case.
Court filings (i.e. judgments, orders, petitions)	Filing as part of P.A. file	Process, respond and file appropriate documents
		according to documents received while notifying P.A.
Pre-sentence Investigation Reports	Inform P.A. the necessary information to sentence defendants	Provide to P.A. and defense attorney within the regulated time frame.
Billing Invoices	Inspect for accuracy on orders	Turn into P.A. and process after approval
Please see page attached		

b. List below the type(s) of Data/Information you must PREPARE.

(Examples: billing statements, production reports, vehicle maintenance reports, patient records, flow charts/diagrams, newspaper copy, laboratory reports, statistical analyses, payroll checks, performance appraisals, diagnostic reports, annual reports, purchase orders, etc.) **Beside each item you list, briefly describe the purpose for which you prepare it. Then briefly state what you do with it after you prepare it.** (Examples: make copy, mail, transmit, file, collate, publish, make presentation, discuss it with supervisor, etc.)

Type of Record/Report, Chart, Etc.	Purpose or Reason for Preparing It	What You Do With It
Criminal warrants, juvenile petitions	Criminal prosecution	Generate complaints, process files, and delivers to appropriate police agency.
Motions, orders, search warrants, Circuit Court bench warrants, proofs of service, briefs, legal pleadings, and other legal documents.	According to Court and P.A. instructions and Court Rules	Create appropriate documents, obtains signatures, file with court and serve to appropriate parties.
Subpoenas, bank record subpoenas, subpoenas medical records, out of state witnesses and memos.	To obtain further information for prosecution	Generate documents, obtains signatures, file with court and deliver to appropriate destination.
E-GrAMS application, quarterly and annual program reports, work plan reports, and financial status reports.	To provide funding for crime victim advocate services.	Manage, coordinate, compile and calculate necessary documents to generate the annual and quarterly reports.
Discovery for defense	Per Court Rules	Review, copy documents, burn DVD's, CD's, flash drive and provides to defense attorney.
Please see attached sheet.		

3)

A.

<u>Type of Record/Report, Chart, Etc.</u>	<u>Purpose or Reason for Receiving It</u>	<u>What You Do With It</u>
Telephone/email communications/ fax	Send and receive information on cases	Respond, assist or forward on to P.A.
Office mail	Office communication and updating office files	Open, date stamp, distributes to appropriate destination

3)

B.

<u>Type of Record/Report, Chart, Etc.</u>	<u>Purpose Reason for Preparing It</u>	<u>What You Do With It</u>
Detainers, governor warrants, writs.	To bring prisoners to Menominee County, State of Michigan for prosecution.	Prepare, coordinate with in state and out of state governor's offices and police agencies.
Expense vouchers, invoices, witness certificates	Pay witnesses, bills, reimbursement	Generate documents, receive approval from Prosecutor, and submit to appropriate destinations, mail once complete.
Timesheets	Payroll / Track use of time	Log data and turn in for payroll
Statistical Analysis	Quarterly and Annual reports	Generate report through ACT/ JCT programs to provide status updates / disposition to police agencies, Friend of Court, DHHS, and other agencies.
Prosecutor's Calendar	To update and inform P.A. of court dates and meetings	Enter information into Outlook calendar and post on office calendar board.

c. List below the type(s) of Data/Information to which you REFER.

(Examples: computer program manuals, policy manuals, accounting principles, architectural drawings, vehicle maintenance manuals, medical books, electrical diagrams, zoning maps, law books, social service programs, handbooks, etc.) **Beside each item you list, briefly describe the purpose for which you refer to it.** (Examples: repair vehicles, write reports, teach classes, conduct appraisals, organize work, etc.)

Type of Manual/Book, Drawing, Etc.	Purpose for Which You Refer to It
Adult Case Tracking / Juvenile Case Tracking	Log Information, manage electronic files, generate legal documents, and track court dates.
Case files	To track and provide accurate information, updating files, logging information, to keep P.A. organized and informed throughout the life of the case.
Warrant Manual	Criminal charge codes
Outlook (calendar and email)	Manage P.A. schedule, track cases, and maintain office functionality. Refer to incoming and outgoing email communication.
Please see attached sheet.	

4. Human Interaction/Communication:

a. List those people or groups with whom you must communicate in the performance of your work. List the individuals you supervise in Section C. (Examples: customers, patients, clients, students, trainees, immediate supervisors, counselors, subordinates, supervisors in other departments, consultants, sales representatives, etc.) **Beside each person or group you list, state the purpose for which you interact and/or communicate.** (Examples: give directions, advise, counsel, discipline, examine, psychoanalyze, receive advice, receive directions, administer medicine, negotiate, influence, interview, instruct, present, assist, supervise, sell, accept payments, etc.)

Person/Group With Whom You Communicate/Interact	Purpose of Communication/Interaction
Prosecutor and Chief Assistant Prosecutor, Legal Secretary / Crime Victim Advocate colleague	Communicate and coordinate the daily function of the office and case files.
Defense Attorneys	Provide discovery and relay information to prosecutor's.
General public	Provide direction and assistance.
Defendants	Inform them of legal process and property return.
Victims	Advise victims of their rights and the court process while providing emotional support and provide
Please see page attached	resources within our community.

b. Check (☑) below those supervisory responsibilities which are a part of your position:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Instructing | <input type="checkbox"/> Allocating personnel | |
| <input checked="" type="checkbox"/> Assigning work | <input checked="" type="checkbox"/> Acting on employee problems | |
| <input checked="" type="checkbox"/> Reviewing work | <input type="checkbox"/> Selecting new employees | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input checked="" type="checkbox"/> Planning work of others | <input type="checkbox"/> Transferring/promoting | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input checked="" type="checkbox"/> Maintaining standards | <input type="checkbox"/> Disciplining | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input checked="" type="checkbox"/> Coordinating activities | <input type="checkbox"/> Discharging | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input type="checkbox"/> Evaluating performance | <input type="checkbox"/> Salary increases | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |

c. List below the names of employees you directly supervise. Beside each individual you list, state his/her title, whether he/she is full-time or part-time, and, if applicable, the number of people he/she directly supervises.

3.

C)

Type of Manual/Book, Drawing, Etc.

Purpose for which You Refer to It

Electronic Grants Administration and Management System

To continually stay informed of the crime victim grant status and updates.

Offender Tracking Information System

To track prison inmates.

Prosecuting Attorneys Association of Michigan

To stay informed of upcoming trainings, legal updates, update warrant manual.

State Court Administrator's Office

To obtain, generate, and research Court documents.

Legal Dictionary

For legal terminology

VINELink / Mobile Patrol

Locating and tracking inmates to inform prosecutor, victims

Voucher Ledger

Maintain voucher records

Adult Case Tracking and Juvenile Case Tracking Manual

Troubleshoot technical issues with program

Communications and address book

Attorneys, police agencies, DHHS, and other local agencies contact information.

Polycom Manual

To properly use device and troubleshoot problems.

4.

A)

Person/Group With Whom You Communicate/Interact

Purpose of Communication/ Interaction

Court Clerks

Confirm appropriate paperwork has been completed, court dates, jury questionnaires and other court procedural questions.

District/Circuit/Probate Judges

Obtain signatures on orders, writs, nolles, extraditions, search warrants, detainers, and other legal documents.

Police Agencies (i.e. State Police, Sheriff's Department, City Police, Hannahville Police, DNR, UPSET, CN Railroad)

Receive and request information needed for prosecution, provide status updates, disposition, and coordinate with officers subpoenaed for court. Manages pick-up of inmates for detainers, Governor warrants, and writs.

911 Director / Dispatchers

Request 911 recordings, coordinate witness testimony.

Correction Deputies

Summon Deputies for assistance when dealing with individuals who are disruptive or may have outstanding warrants. Communicate and coordinate to assure writs, complaints, and other legal documents necessary for service have been served/processed in a timely manner.

Forensic Scientists

Obtain Laboratory reports, coordinate witness testimony.

Doctors, nurses, other medical Personnel

Obtain medical records and coordinate witness testimony.

Expert witnesses (i.e. Cellular companies, Facebook, Snapchat)

Health Department

DHHS

Probation / Parole Officers

Tri-County Safe Harbor, Alphabet Shuffle and Rainbow House

Electronic Grants Administration and Management System personnel

Media

Obtain necessary documents and assist Prosecutor with coordinating witness testimony.

Schedule HIV/STD testing for defendants.

Obtain information regarding neglect abuse petitions. Inform them of case status.

Receiving pre-sentence investigation reports and information regarding defendants on probation and parole.

Communicate with agencies to schedule meetings, assist victims and the community.

Communication with personnel to troubleshoot grant program issues and to remain informed of updates and trainings.

As advised by Prosecutor, provide news release information.

Person(s) You Directly Supervise	His/Her Job Title	Part-Time or Full-Time	Number He/She Supervises
N/A			

d. List any individuals you coordinate or supervise that are not employees, such as volunteers, students, etc.

General public, defense attorneys, defendants, victims, witnesses, police agencies, forensic scientists, doctors, nurses and other medical personnel, expert witnesses, Health Department, probation and parole officers, E-GRAMS personnel, media, Tri-County Safe Harbor, Alphabet Shuffle and other local agencies, Governor's offices, courthouse, jail, and prison staff through other counties and states.

5. Machinery, Equipment, Tools, Supplies, and Materials Used:

a. Machinery/Equipment

List below the type(s) of machinery and/or equipment that you use or service in the performance of your work. (Examples: personal computer, computer terminal, printer, typewriter, tractor, dump truck, air conditioner, dialysis machine, drill press, offset press, etc.) Beside each machine or piece of equipment you list, describe the purpose for which you use or service it. Then briefly specify what you do with it. (Examples: operate it, repair it, maintain it, etc.)

Type of Machinery/Equipment	Purpose For Which You Use or Service It	What You Do With It
Personal Computer	ACT/JCT, emails, document processing, burn DVD/CD	Operate / maintain
Telephone	Communicate with agencies, the public, attorneys, courts	Operate / maintain
Typewriter	Create tabs and edit documents	Operate / maintain
Copier	Copy, scan, fax, print documents	Operate / maintain
Laptop	Display photos, video and audio in court	Operate / maintain
Polycom	Allows defendant/witnesses to testify in local courtroom	Operate / maintain
Personal cellphones	To communicate and coordinate with P.A. in court	Operate / maintain
	and to operate the Polycom RealPresence App.	
	for witness testimony	
Please see page attached		

5.

A)

<u>Type of Machinery/Equipment</u>	<u>Purpose For Which You Use or Service it</u>	<u>What You Do With It</u>
Calculator	Add, multiple, divide witness mileage, E-GrAMS reports and restitution	Operate / maintain
Notary Seal	To notary seal documents	Operate / maintain

b. Computer Software

Listed below are some common reasons for using software. Next to each reason that applies to your work, list the type(s) of computer software you use. (Examples: Word, Excel, C++, Microsoft Access, etc.) Beside each type of software program you list, briefly describe the specific purpose(s) for which you use it. (Examples: prepare letters and memoranda, design spreadsheets, design databases, enter data into accounting system, etc.)

Reason for Using Software	Type of Computer Software	Specific Purpose For Use
Word processing	Microsoft Word and Excel	Prepare correspondence and documents
Data entry into computer system	Adult and Juvenile Case Tracking, Excel, Microsoft Word	Manage case files and process legal documents
Desktop publishing	Microsoft Word	Create and edit legal documents, vouchers, invoices
Enter data in existing spreadsheet	Excel	Enter data
Design / format spreadsheets	N/A	N/A
Enter data in existing database	Adult and Juvenile Case Tracking	Manage case files and process legal documents
Design / develop new databases	N/A	N/A
Develop/maintain website	N/A	N/A
Other	Copier management program	Update and maintain information for office communication

c. Tools

List below the type(s) of tools that you use in the performance of your work. (Examples: mechanic's tools, drafting instruments, artist's instruments, surgical instruments, diagnostic instruments, sports paraphernalia, pick-ax, shovel, carpenter's tools, etc.) Beside each type of tool you list, briefly describe the purpose for which you use it.

Type of Tool	Purpose for Which You Use It
Stapler, 3-hole punch, scissors, pen/pencils, markers, labels, files, books, date stamps	General office work

d. Supplies and/or Materials (Supplies and materials that are used)

List below the types of supplies and/or materials that you use in the performance of your work. (Examples: secretarial supplies, clerical supplies, artist's supplies, medical supplies, testing materials, replacement parts, etc.) Beside each type of supply or material you list, briefly describe the purpose for which you use it.

Type of Supply/Material	Purpose for Which You Use It
Secretarial supplies	Daily office function
Clerical supplies	Daily office function
Brochure's	Inform victims and the public of requested information
Victim Compensation Applications	Provide to victims for reimbursement

6. Verbal / Language Requirements:

a. Check (☑) below the technical or professional language that you must use in the performance of your work. Also indicate the specialty associated with the language you check. Please be specific about your specialty:

- Medical (specialty General)
- Engineering (specialty N/A)
- Legal (specialty Criminal, civil, family)
- Counseling (specialty Victims)
- Music (specialty N/A)
- Other Hearing and verbally impaired persons)
- Accounting (specialty E-GrAMS, restitution)
- Mechanics (specialty N/A)
- Electrical (specialty N/A)
- Human resources (specialty N/A)
- Marketing (specialty N/A)
- Foreign (specify N/A)

b. Other language requirements: Assist in communicating with hearing, mentally or verbally impaired persons

7. Mathematical Requirements:

a. Check (☑) those statements below which most accurately describe the level of mathematics that you must use in the performance of your work:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Add/subtract | <input type="checkbox"/> Descriptive statistics | <input type="checkbox"/> Statistical inference |
| <input checked="" type="checkbox"/> Multiply/divide | <input type="checkbox"/> College algebra | <input type="checkbox"/> Statistical theory |
| <input checked="" type="checkbox"/> Decimals/percentages | <input type="checkbox"/> College geometry | <input type="checkbox"/> Linear programming |
| <input type="checkbox"/> High school algebra | <input type="checkbox"/> College trigonometry | <input type="checkbox"/> Quadratic programming |
| <input type="checkbox"/> High school geometry | <input type="checkbox"/> Integral calculus | <input type="checkbox"/> Dynamic programming |
| <input type="checkbox"/> High school trigonometry | <input type="checkbox"/> Differential calculus | <input type="checkbox"/> Other _____ |

b. For each item checked, give an example of how you use it in the performance of your work.

Calculate witness testimony fees, E-GrAMS reports, vouchers, invoices, pre-sentence restitution, fines and costs.

8. Situational Reasoning Requirements:

a. Give up to three (3) examples of the types of decisions required in your work which are likely to have the most impact on the work of your unit, department, and/or organization.

1) Confidentiality

2) Prioritizing and communicating classified information with Prosecutor's

3) Managing the general public including emotional, irate and hostile people

10. Education Required:

a. Check (☑) the statement(s) below which most accurately describes the amount of classroom education that is required to perform the tasks and responsibilities of your current position. Beside the item checked, describe the type of training required.

	Major Field of Concentration or Training
<input checked="" type="checkbox"/> High School diploma/GED Required	Secretarial / Business
<input type="checkbox"/> Vocational/technical diploma	
<input checked="" type="checkbox"/> College Coursework	Office Administration / Paralegal work
<input checked="" type="checkbox"/> Associate's degree	or equivalent experience
<input type="checkbox"/> Bachelor's degree	
<input type="checkbox"/> Master's degree	
<input type="checkbox"/> Doctoral degree	
<input type="checkbox"/> Other	

b. List below the educational degrees, diplomas, certificates, etc. that you currently hold. Show the school or college which awarded them. Please be specific.

Degree, Diploma, Certificate Awarded	Awarding Institution
High School Diploma	Escanaba Area High School, Escanaba, MI

c. List below any professional, paraprofessional, or technical certificates or licenses, etc. that you currently hold. Beside each certification listed, state whether it is required for the position you now hold.

License or Certification Held	Required for Position			
Notary Public, State of Michigan	<input checked="" type="checkbox"/>	Yes	No	<input type="checkbox"/>
LEIN Certification	<input checked="" type="checkbox"/>	Yes	No	<input type="checkbox"/>
WorkKeys-National Career Readiness Certificate	<input type="checkbox"/>	Yes	No	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	Yes	No	<input type="checkbox"/>

11. Environmental Requirements:

For each of the environmental requirements you indicated on page 4 (Essential Tasks), explain the type and severity of the injury that could result. Then indicate the likelihood of such an injury occurring assuming standard safety precautions are taken and proper procedures are followed (examples: unlikely, slight likelihood, moderate likelihood, likely, very likely, extremely likely).

Environmental Requirement	Type of Possible Injury	Likelihood of Possible Injury
2 - Strong Odors	Illness	Unlikely
4 - Smoke/dust/pollen	Allergic reaction	Moderate likelihood
7 - Disease/blood/bodily fluid	Disease (MRSA, HIV, AIDS)	Slight likelihood
10 - Violence	Physical harm, emotional trauma, possible death	Moderate likelihood

b. If you make mistakes in your work, could others be hurt physically? How badly? Explain.

Yes, with the release of confidential information, the defendant could locate and physically harm them victims or witnesses.

If a warrant was not issued in a timely manner, a suspect could harm, molest, steal or threaten again.

If a victim has not been notified upon the release of a defendant they could be physically harmed, threatened or killed.

c. Describe any degree of mental stress that you experience in the performance of your work. (Consider work that requires constant attention, work done under tight deadlines, and so on.) Please give examples.

Please see attached document.

12. Planning / Scheduling Requirements:

a. Check (☑) below the planning/scheduling time frames that are typically required in the performance of your work.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> One day | <input checked="" type="checkbox"/> Two to three months | <input type="checkbox"/> One to two years |
| <input checked="" type="checkbox"/> One week | <input checked="" type="checkbox"/> Four to six months | <input type="checkbox"/> Three to five years |
| <input checked="" type="checkbox"/> One month | <input type="checkbox"/> Seven to twelve months | <input type="checkbox"/> Over five years |

b. For each time frame checked, give examples of the type of planning/scheduling required.

One day - preparing for court and pulling files, ensuring proper filing of documents; one week - keeping files current, coordinate with P.A. and prepare cases for hearings, prepare and distribute subpoenas, schedule meetings with victims, witnesses and the public; one month - prepare and file witness and exhibit list, confirm witnesses, continually update ACT/JCT and paper filing system, disseminate Circuit Court calendar, prepare files; two to three months - Scheduling meetings, preparing for trials; four to six months - preparing for trial, meeting with victims, witnesses and police.

13. Financial Responsibilities:

a. Indicate below the approximate dollar amount over which your position has budget approval, expenditure approval, or authority over during the course of one year:

	Direct	Indirect
Salaries & Wages:	\$ _____	
Materials & Supplies:	\$ 4,000	
Equipment:	\$ _____	
Outside Services:	\$ _____	19,000 plus
Other:	\$ 2,000	
Total:	\$ 25,000 plus	

b. Check the boxes below that describe your role in the budget process for your department or division:

11.

C)

This position is a high stress position with tight deadlines, and high expectations to deliver accurate and clear information as efficiently as possible with the utmost confidentiality. This position is constantly in high demand of first and foremost the prosecuting attorneys. The prosecutors require this position to continually keep them up to date with the office schedule, filings and attending to their constant need for information or paperwork. This position is also continually in high demand by police agencies, court personnel and local agencies. This position informs them of charging decisions, case statuses, dispositions, legal document filings and scheduling's.

This position requires maintaining professionalism under high stress situations when dealing with upset, irate, demeaning or demanding members of the public.

When dealing with victims of crime, many of the victims are suffering from trauma, mental illness, or addiction. These victims vary in age and may have been physically, mentally or sexually abused. These victims may not understand the court process and may be upset or confused with the criminal justice system. Victims may be emotionally traumatized by testimony or the outcome of the case. This can lead to stress on this position to provide the utmost service to the vulnerable members of society.

The Prosecutor's Office is an extremely busy office. This means that this positions employee must be able to change from one task to another swiftly with accuracy and proficiency. This employee must be able to manage numerous interruptions within the office itself as well as the many interruptions from outside of the office.

There is an added stress when preparing for court and attending court hearings. One of the stressful duties is to assure video testimony, using the Polycom system, will work during preliminary exams, motion hearings, or trials. The employee must ensure the system will transition back to display photos, videos, and other exhibits during court at the exact times specified by the Prosecutor, Judge or Defense. Another stressful duty this position endures is counseling and assuring the safety of the victims and witnesses when they are frightened by the defendant, defendant's family or the defendant's friend's during the court proceedings and testimony.

Often time's employees in this position must interact with potentially dangerous / unstable individuals. These individuals are going through defining moments in their lives which can lead to impulsive or irrational behavior. This means the employee always needs to maintain situational awareness to ensure their safety inside and outside of the courthouse before and after work hours.

- Develop and defend budget for the: Organization Department Division
- Make recommendations to supervisor about the budget request for the: Department Division

c. Other Financial Responsibilities:

- Directly responsible for monitoring and overseeing expenditures for: Organization Department Division
- Assist with monitoring expenditures and alerting manager when a certain threshold is reached.
- Handle cash or other forms of money / payments: \$ varies per day

ADDITIONAL INFORMATION

Are there any other items of importance in your work that have not been addressed? If so, please list and/or explain.
(Please attach additional sheets if necessary.)

Please see attached documents.

After completing this questionnaire, please sign, date, and give it to your immediate supervisor for review. Thank you for your time and cooperation.

If this questionnaire covers multiple employees, please have all employees represented sign the questionnaire.

Dana L Cole
Employee Signature

2-1-19
Date

Additional Information

Work with minimal supervision, making accurate decisions independently in accordance with departmental rules, policies and regulations involving legal matters. This process aids in the conservation of the Prosecutor's time.

Tracking deadlines for arraignments, court hearings, jury trials and other legal documents is absolutely necessary. Prioritizing all aspects of District Court, Circuit Court and Probate Court work product is essential. High organizational skills are a must in this position. High stress levels are a daily occurrence.

The ability to effectively communicate with Judges, court personnel, attorneys, police agencies, jails/prisons, general public, victims and state offices both orally and in writing while maintaining confidentiality is very important.

Following the rules and regulations of the Crime Victim's Rights Act insures that victims in Menominee County know their rights as victims and receive services they may need. Keeping in contact with victims and notifying them of court hearings, preparing them for court and emotionally supporting victims is an essential part of this position.

This position is entirely responsible for managing the Electronic Grants Administration and Management System (E-GrAMS) and keeping up to date with grant reporting and preparing the annual grant application for grant monies to assist in funding the services the Crime Victim Advocate provides to victims of Menominee County.

Attending trainings and seminars keeps the Legal Secretary/Crime Victim Advocate position up to date on changes in the legal system and changes in crime victim advocacy and is essential.

Technological advances have made it more important that the Legal Secretary/Crime Victim Advocate have a sound grasp and understanding of the technology and equipment being utilized in the courts. Further advances are on the horizon as the courts and legal community are moving toward electronic filing of court documents.

After inquiring about this position in other surrounding counties, we have discovered that most prosecuting attorney's offices have multiple staff assigned to a variety of work which we perform. For example, legal secretary, crime victim advocate, office manager and clerk are separate positions in surrounding counties.

Essential Duties and Responsibilities

Legal Secretary

- Prepares and processes criminal warrants and juvenile petitions. Prepares and types various motions, orders, warrants, Circuit Court bench warrants, search warrants, subpoenas, writs and other legal forms and documents and prepares proofs of service as appropriate. Types briefs, legal pleadings, and correspondence for the prosecuting attorneys. Proofreads documents for spelling, punctuation, grammar and format.

Determines the proper work flow to manage all case files and notifies the Prosecutors when their attention is needed on a file.

- Processes email and digital document management record requests for warrants; ensures that police reports, criminal history information, LEIN information, and other appropriate warrant request paperwork has been submitted. Inputs data into digital records management computer software program, Adult Case Tracking/Juvenile Case Tracking (ACT/JCT) from police reports/warrant requests and directs the information to the Prosecutor for review. Inputs fingerprint information into ACT/JCT. After review, is responsible for processing, and entering data into ACT/JCT for authorization of criminal warrants and creation of an electronic or digital file in the document management system and prepares and organizes paper document file. Gathers and forwards all relevant documents to the District Court. The same process is used when requests are received for juvenile petitions. Receiving and responding to demands for discovery, provides appropriate discovery materials, demanding reciprocal discovery, and billing as appropriate for the same. Must be aware of people that are lodged in jail and routes the requests accordingly.
- Maintains criminal, juvenile and civil files through use of an ACT/JCT and paper filing system. Processes all police reports and other information received from police departments. Processes / copies all CD's, DVD's and other digital or electronic media for all cases. Maintains statistics of legal activities such as incoming petitions, misdemeanors, felonies authorized, and case dispositions. Files documents with the Court and continually updates files until cases are closed. Tracks and maintains appeal files. Compile, copy and provide requested documents to the Attorney General/Appellate Court. Prepares writs and coordinates with police agencies to have prisoners brought from prison or other jail facilities for Court appearances. Preparing detainees and governor warrants, coordinating with police agencies, prisons, jails and governors offices to have prisoners brought from other states for Court appearances. Generate and process subpoenas for out of state witnesses.
- Responds to telephone callers and visitors. Answers inquiries from attorneys, parties, victims, witnesses, and others regarding departmental procedures, schedules, case information and other matters. Possesses skills and knowledge to problem solve, answer questions, and make appropriate referrals. Possesses insight and situational awareness to summon the Sheriff's Department for assistance when dealing with individuals who are disruptive or may have outstanding warrants while maintaining confidentiality, and paying attention to the safety and security of the work place.

- Coordinates the scheduling of matters requiring the presence of a Prosecutor with the courts and enters dates into the computer system and office calendar. Updates, revises and processes information as the cases are returned from the courts and carries out follow-up directives of the prosecutors.
- Reviews files from attorneys to update information on computer and determine the paperwork that must be prepared. Generates subpoenas for necessary witnesses, including scheduling witnesses to meet with the prosecutors. Notifies subpoenaed witnesses, courts and police agencies of any canceled proceedings. Closes files following receipt of disposition of the case, and enters the disposition into ACT/JCT. Ensures the court's disposition is consistent with the plea agreement. Provides status updates and dispositions to police agencies, Friend of Court, DHHS and other agencies as approved by the prosecutors.
- Coordinate the office calendar. Distributes a schedule daily for the next day's Court events, provides notification to the prosecutors of events scheduled, Court deadlines, and required actions that need to be addressed by the attorneys for the scheduled Court cases.
- Obtains certified driving records, certificate of convictions, and orders of suspension from Courts or other agencies as appropriate.
- Schedules HIV/STD appointments with the Delta Menominee Public Health Department. Prepares orders and notifies defendant, defense attorney and jail of the scheduled appointment. Notifies victims once testing has been complete.
- Documents and processes pre-sentence restitution payments. Maintains forfeiture files and supporting documents throughout the Court process.
- Assists Prosecutor with preparing for Court proceedings by marking trial evidence, displaying evidence video/audio/photo and assisting with the Polycom system and Polycom RealPresence Mobile-Phone app. Coordinates with expert witnesses, doctors, psychiatrists and lab personnel for Polycom video testimony. Compiles additional necessary documents for Court proceedings.
- Serves as data processing liaison for the office, performing system updates and working with the Prosecuting Attorneys Association to resolve system inquiries and problems, includes coordinating computer hardware and software with the Prosecuting Attorneys Association.

- Performs a variety of secretarial support tasks such as typing forms, copying, scanning, emailing, faxing, and filing. Responsible for the daily intake of documents from the Prosecutor's Office. Opens all office mail; handles incoming faxed documents, date stamps all correspondence and distributes it appropriately. Responsible for all billings of the office, and maintains financial records.
- Maintains files for Abuse/Neglect and Mentally Incapacitated persons for which the office attends in Probate Court, and prepares and processes records for a variety of other matters.
- Manages office functions such as establishing and maintaining filing systems. Annually rotating files, boxing files, labeling, and transferring to storage. Ordering and maintaining office supply inventory and related office organizational functions.

Crime Victim Advocate

- Sends informational packets to victims of crime to inform the victim of the charges filed and their rights under the Crime Victim Rights Act. Provides victims with forms to complete and return if they choose to take advantage of their rights under law.
- Informs victims, by letter or telephone, of Court dates and actions taken. Ensures that statutory requirements regarding notification are fulfilled each step during prosecution of the case.
- Advises victims of sentencing dates which includes providing impact statements to be completed by the victim and assists victims in the preparation of such statements.
- Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a claim.
- Manage, coordinate, compile and calculate necessary documents to generate the annual application to request funding for victim services using Electronic Grants Administration and Management System (E-GrAMS). Generates quarterly and annual program reports, work plan reports and financial status reports using the E-GrAMS program. Remains abreast of victim rights legislation and makes appropriate adjustments to program.

- Assists victims in preparing for Court and provides support by familiarizing them with the Court process. Assists and advises victims of trauma, neglect or other various barriers. Schedules appointments and acts as a liaison between the victim and Prosecutor. Attends hearings with victims and explains Court procedures while providing emotional support and informing these individuals of their rights.
- Provides assistance to victims in obtaining Personal Protection Orders
- Attends Legal Secretary / Crime Victim Advocate trainings to remain informed and up to date with the changes required for the position.

Menominee County, Michigan Position Description

Title: PA/FOC Investigator
Department: Prosecuting Attorney
Date: February 2019 - DRAFT

Purpose of Position

The purpose of this position is to investigate criminal and civil matters under the jurisdiction of the Prosecuting Attorney, to prepare legal pleadings, and to prepare for and attend court hearings. The work is performed under the direction of the Prosecuting Attorney.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Review Department of Health and Human Services (DHHS) referrals requesting paternity, child support actions including foster care cases; open files, enter data, determine course of action and prepare legal documents.
- Interview plaintiff and defendant; investigate and verify plaintiff and defendant's information, including financial, postal verification of personal addresses, work addresses, jurisdictional contact with Menominee County and the State of Michigan; negotiates cooperation and/or support agreements with absent parents; explains legal procedures and constitutional rights and prepares relevant documents and correspondence.
- Provide technical assistance to plaintiffs, defendants, attorneys and others regarding paternity, support, family law, custody and parenting rights. Research domestic relations laws and court decisions to assist the Prosecuting Attorney and Judge. Informs DHHS of potential welfare fraud.
- Perform paternity buccal swab tests and packages the buccal swab samples for mailing to the testing laboratory along with the chain of custody documentation; furnishes results to involved parties; attempts to obtain voluntary acknowledgments of paternity to file with the Central Paternity Registry.
- Prepare a variety of legal documents. Monitor divorce cases, process petition and orders and prepares quarterly and annual activity and cost claims reports.
- Appear in court with the Prosecuting Attorney and may provide testimony.
- Perform other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Investigation Procedures or a related field with 3-5 years of investigation experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires Notary Public certification and the possession of a valid Michigan driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and apply case facts to the appropriate statutes and guidelines. Requires discretion in determining and referencing case facts to established standards in order to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person and work independently.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as legal documents, court orders, complaints, summons, reports, test results, laws, manuals, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Prosecuting Attorney and all department personnel, other departments, military personnel, post office, employers, intergovernmental agencies, law enforcement agencies, the public, attorneys, judges and clients.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize and perform complex rapid adjustment of equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as disease or violence may cause discomfort and poses a limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Menominee County, Michigan Position Description

Title: PA/FOC Investigator
Department: Prosecuting Attorney
Date: October 2000

Purpose of Position

The purpose of this position is to investigate criminal and civil matters under the jurisdiction of the Prosecuting Attorney, to prepare legal pleadings, and to prepare for and attend court hearings. The work is performed under the direction of the Prosecuting Attorney.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews Family Interdependency Agency (FIA) referrals requesting paternity or support action; enters data, determines course of action and prepares legal documents.
- Interviews plaintiffs and defendants; obtains and verifies financial and other information; investigates location of and contacts and negotiates cooperation and/or support agreements with absent parents; explains legal procedures and constitutional rights and prepares relevant documents and correspondence.
- Provides technical assistance to plaintiffs, defendants, attorneys and others regarding paternity, support, family law, custody and parenting rights. Researches domestic relations laws and court decisions to assist the Prosecuting Attorney and Judge. Informs FIA of potential welfare fraud.
- Coordinates paternity blood tests and buccal swab tests; furnishes results to involved parties and FIA; attempts to obtain voluntary acknowledgments of paternity to file with the Central Paternity Register.
- Investigates fraudulent check cases; subpoenas bank records, interviews witnesses and compiles information; prepares warrant requests, warrants and criminal summons and subpoenas; contacts defendants; negotiates restitution payment plans; receipts monies; maintains records and distributes restitution to victims.
- Prepares a variety of legal documents, warrants, subpoenas, etc; monitors divorce cases; processes petitions and orders; coordinates extradition procedures, and prepares quarterly and annual activity and cost claims reports.
- Appears in court with the Prosecuting Attorney and provides testimony.
- Assists in administering the CVRA program.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Investigation Procedures or a related field with 3-5 years of investigation experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires Notary Public certification and the possession of a valid Michigan driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as legal documents, court orders, complaints, summons, warrants, reports, test results, laws, manuals, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Prosecuting Attorney and all department personnel, other departments, military personnel, post office, employers, agencies, banks, law enforcement agencies, victims, witnesses, the media and the public, attorneys, judges, and clients.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as disease or violence may cause discomfort and poses a limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

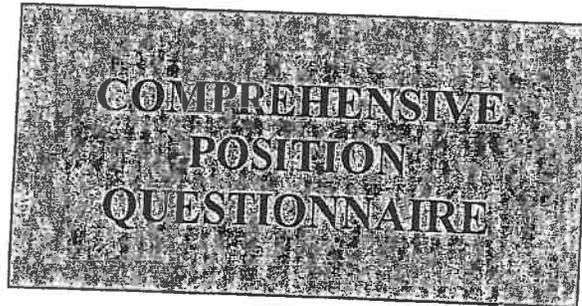
ORGANIZATION: Menominee County

NAME: Sarah Maus

DEPARTMENT: Prosecuting Attorney

DIVISION: Family

JOB TITLE: Child Support Investigator



INTRODUCTION TO THE COMPREHENSIVE POSITION QUESTIONNAIRE (CPQ)

This questionnaire is called the "Comprehensive Position Questionnaire" (CPQ). The purpose of the CPQ is to identify the compensable factors associated with the work of your position. The factors contained in the CPQ are universal in scope. They address the important compensation factors that exist in any type of position. In completing the CPQ, you should respond to every section that pertains to your position.

Your responses will not be used to evaluate your job performance. Rather, your responses will be used to develop a classification or job description and/or to determine the relative ranking of your position to other positions in the organization.

After you complete the CPQ, your immediate supervisor will review your responses for completeness and accuracy, using the Supervisor's Review section at the end of the CPQ.

The accuracy of job analysis, job evaluation, and classification/job description preparation will be dependent upon the accuracy of the information you provide when you complete this questionnaire. Errors in job analysis, job evaluation, and classification description preparation could result from inaccurate or incomplete information.

© The Archer Company, 2010

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the Archer Company.

Printed in the United States of America

The Archer Company
COMPREHENSIVE POSITION QUESTIONNAIRE

GENERAL INSTRUCTIONS:

1. Before beginning, please review the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to your position, please indicate by writing "N/A."
2. To complete the questionnaire, please write legibly in ink, or if you prefer, type your responses.
3. If you wish to make additional comments regarding your position, please use the space available in the Additional Information section on page 13 of this questionnaire. If you need more space, you may attach additional pages.

IDENTIFICATION INFORMATION:

Department: Prosecuting Attorney

Employee:

Name: Sarah Maus Title: Child Support Investigator

Phone: (906) 863-0335 ext. N/A Email: smaus@menomineeco.com

Your Immediate Supervisor:

Name: William G. Merkel Title: Prosecuting Attorney

Phone: (906) 863-2002 ext. N/A Email: bmerkel@menomineeco.com

PLEASE CHECK (☑) THE APPROPRIATE BOX FOR THE STATEMENTS BELOW:

- I am a:
- | | |
|--|---|
| <input checked="" type="checkbox"/> Regular full-time employee | <input type="checkbox"/> Temporary full-time employee |
| <input type="checkbox"/> Regular part-time employee | <input type="checkbox"/> Temporary part-time employee |

- I typically work the following shift:
- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Night |
| <input type="checkbox"/> Evening | <input type="checkbox"/> Other: _____ |

- The full-time standard work week for my position is:
- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> 40 hours | <input type="checkbox"/> 35 hours |
| <input type="checkbox"/> 37 1/2 hours | <input type="checkbox"/> Other: _____ |

1. Position Purpose:

Summarize in one or two sentences the essential purpose of your position.

To investigate civil matters under the jurisdiction of the Prosecuting Attorney, to prepare legal pleadings and attend court hearings.

To establish child support orders with custody and parenting time addressed, also establishes paternity when needed.

It is important to carefully read the following directions.

2. Listing of Essential Position Tasks:

In the space provided on page 4, please list the **ESSENTIAL** tasks and duties involved in the performance of your current job. An essential task is one that is directly related to the purpose of the position and generally cannot be delegated to someone else. Describe each task in a clear, concise statement. **BEGIN EACH STATEMENT WITH AN ACTION VERB** (For example: drives, conducts, repairs, files, types, answers, summarizes, prepares). Avoid ambiguous words like: handles, participates, deals with. You may continue and attach additional sheets, if necessary. Where possible, please group tasks according to major functions.

In the first column, list all of the essential tasks you perform in your job, beginning with the most critical duties. Once your essential tasks are listed, carefully review each one and mark each column based on the following guidelines:

- **Frequency:** How often do you perform the task? Mark the column:

D=Daily W=Weekly M=Monthly Q=Quarterly S=Semi-annually A=Annually

- **Most Important:** Place a check mark (☑) in this column for the **FIVE** tasks you consider the most important.
- **Percentage of Time:** It is important to estimate the percentage of time and the total should equal 100 percent.
- **Physical, Environmental and Sensory Demands:** It is necessary to identify the significant physical, environmental and sensory requirements of each task you identify as essential to your job. Such requirements as unusual or prolonged physical exertion, special manual dexterity, hand and eye coordination, visual or audio perception, fast response or reaction, and deliberate manipulations should be considered.

For each essential position task, mark the columns Physical, Environmental, and Sensory with the appropriate code according to the definitions on the following page. List all that apply to that task or function. **PLEASE NOTE:** In describing the physical, environmental, and sensory requirements of your work, consider the **NORMAL** or **TYPICAL** work environments and demands; not those that are highly unusual or atypical.

Physical Requirements:

CODE REQUIREMENT

- 1 Sedentary to light work. Some reaching, handling, fingering, and/or feeling of objects and materials.
- 2 Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.
- 3 Very moderate physical effort. Light work with some combination of stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
- 4 Moderate, though not constant physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
- 5 Regular and, at times, sustained physically demanding work. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve manipulating of 21-50 pound items.
- 6 Regular and sustained physically demanding work. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items.
- 7 Heavy physical effort with greater emphasis on climbing and balancing. Some combination of stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items. May occasionally involve heavier items (up to 100 pounds).
- 8 Very heavy physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items up to 100 pounds. Occasionally heavier items (100 pounds or over).
- 9 Extremely heavy physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items in excess of 100 pounds.

Environmental Requirements:

CODE REQUIREMENT

- 0 No environmental risks
- 1 Temperature/Weather Extremes
- 2 Strong Odors
- 3 Toxic/Poisonous Agents
- 4 Smoke/Dust/Pollen
- 5 Wetness/Humidity
- 6 Animals/Wildlife
- 7 Disease/Blood/Bodily Fluids

CODE REQUIREMENT

- 8 Electric Currents
- 9 Explosives
- 10 Violence
- 11 Bright/Dim Light
- 12 Noise Extremes
- 13 Vibrations
- 14 Machinery
- 15 Traffic Hazards

Sensory Requirements

CODE REQUIREMENT

- 1 Color - perceive/discriminate
- 2 Sound - perceive/discriminate
- 3 Taste - perceive/discriminate
- 4 Odor - perceive/discriminate
- 5 Depth - perceive/discriminate
- 6 Texture - perceive/discriminate
- 7 Visual - perceive/discriminate
- 8 Oral Communications - ability

ESSENTIAL POSITION TASKS	Frequency	Most Important	Percentage of Time	Physical	Environment	Sensory
Investigates Civil Matters	D	<input checked="" type="checkbox"/>	30%	2	0	2,7,8
Reviews DHHS referrals requesting establishment of paternity and child support actions including foster care.	D	<input type="checkbox"/>		2	0	7
Reviews Michigan's Central Registry referrals requesting Intergovernmental child support establishment.	D	<input type="checkbox"/>		2	0	7
Creates files.	D	<input type="checkbox"/>		2	0	7
Enters data.	D	<input type="checkbox"/>		2	0	7
Determines course of action for each case.	D			2	0	7
Prepares legal documents.	D			2	0	7
Cross references criminal files and neglect and abuse files for investigation of prior cases and foster care.	D			2	0	7
Determines continuing Exclusive Jurisdiction (CEJ) with Intergovernmental cases.	D			2	0	7
Investigates the location of absent parents for paternity and support obligations.	D			2	0	7
Interviews plaintiff and defendant.	W		25%	2	2,7,10	2,7,8
Investigates and verifies parties information including; employment, addresses and daycare needs for child(ren).	D			2	0	2,7,8
Determines jurisdictional contact (Long Arm) with Menominee County and the State of Michigan.	D			2	0	7
Negotiates cooperation, support and parenting time agreements with parents.	D			2	0	2,7,8
Explains legal procedures and constitutional rights.	D			2	0	8
Prepares relevant documents and correspondence.	D			2	0	7
Prepares Order of Filiation(s).	W			2	0	7
Determines if imputing income is appropriate after considering the potential income factors.	D			2	0	7
Performs paternity buccal swab tests.	W		15%	2	7,10	2,7,8
Packages and mails buccal swab samples to the testing laboratory with Chain of Custody.	W			2	7	7
Furnishes results to involved parties.	W			2	0	7
Attempts to obtain voluntary acknowledgments of paternity to file with the Central Paternity Registry.	W			2	0	7,8
Attends court hearings.	M		5%	2	10	2,7,8
Prepares and provides to judge; court memorandum for all hearings.	M			2	0	7

ESSENTIAL POSITION TASKS	Frequency	Most Important	Percentage of Time	Physical	Environment	Sensory
Provides testimony at hearings.	M	<input type="checkbox"/>		2	0	2,7,8
Prepares Order after hearing.	M	<input type="checkbox"/>		2	0	7
Coordinates hearing date with judge's office.	M	<input type="checkbox"/>		2	0	2,8
Files notice of hearing.	M	<input type="checkbox"/>		2	0	7
Establishes Court Orders.	D	<input checked="" type="checkbox"/>	25%	2	0	2,7,8
Requests Birthing Expense Reports.	D			2	0	7
Determines if it is appropriate to seek birth expense reimbursement.	D			2	0	7
Determines reasonable amount of birth expense to be paid.	D			2	0	7
Determines which party, or parties shall maintain health insurance coverage for the child(ren).	D			2	0	7
Determines if health insurance coverage is available at a reasonable cost.	D			2	0	7
Follows statutory time frames.	D			2	0	7
Maintains confidential information trainings for security purposes.	A			2	0	2,7,8
Tests on security requirements regarding confidential information.	A			2	0	2,7,8

3. Data/Information Used:

a. List below the type(s) of Data/Information you RECEIVE and/or REVIEW.

(Examples: vehicle maintenance reports, production reports, billing invoices, personal checks, patient records, insurance forms, attendance records, drafts of letters, time sheets, flow chart diagrams, architectural drawings, electrical diagrams, diagnostic reports, meter readings, etc.) **Beside each item you list, briefly describe the purpose or reason for which you receive it. Then briefly state what you do with it and/or the data/information contained in it after you receive it.** (Examples: transcribe, type, copy, record, edit, analyze, evaluate, file, calculate, make recommendations, make decisions, etc., from the data/information it contains.)

Type of Record/Report, Chart, Etc.	Purpose or Reason for Receiving It	What You Do With It
Intergovernmental Court Order	Coordination of Intergovernmental establishment	Enter Data, File with County Clerk
Postal Verifications	Verify address for an individual; Service of Process	Update address on their case.
Employer's verification of income and health care insurance	To verify income and cost of insurance for purposes of setting support.	Information used for the purpose of setting child support.
Jurisdictional (Long Arm) Correspondence	To consent to MI jurisdiction	Determine legal course of action for the case.
Payments	Service of Process Fees	Prepare voucher, turn into Treasurer's Office for receipting.
Referrals for child support action	Request to begin child support action	Determine legal course of action for each referral.
Paternity results	To establish paternity	File with the County Clerk; mail correspondence to plaintiff and defendant.
Birth Expense Reports	Reports the costs that the State has paid for the birth of a child.	Determines reasonable amount; referenced in the Judgment for reimbursement to the State.
Timesheets	review	mail

b. List below the type(s) of Data/Information you must PREPARE.

(Examples: billing statements, production reports, vehicle maintenance reports, patient records, flow charts/diagrams, newspaper copy, laboratory reports, statistical analyses, payroll checks, performance appraisals, diagnostic reports, annual reports, purchase orders, etc.) **Beside each item you list, briefly describe the purpose for which you prepare it. Then briefly state what you do with it after you prepare it.** (Examples: make copy, mail, transmit, file, collate, publish, make presentation, discuss it with supervisor, etc.)

Type of Record/Report, Chart, Etc.	Purpose or Reason for Preparing It	What You Do With It
AAMON Report	Activity Report- per State contract	verify current users; file
Visitor log sheets	security - per State contract	file and store for audit purposes
Federal Tax Information Tracking	security- per State contract	file and store
Judgments	Establish Custody, Parenting time and Child Support	File with County Clerk; mail to involved parties.
Child Support Recommendations	Establish a Child Support Order	File with County Clerk; mail to involved parties.
Chain of Custody	To establish paternity.	Mail to testing lab with genetic samples.
Cost claims report		
Order of Filiation	To establish paternity	File with County Clerk; mail to involved parties.

c. List below the type(s) of Data/Information to which you REFER.

(Examples: computer program manuals, policy manuals, accounting principles, architectural drawings, vehicle maintenance manuals, medical books, electrical diagrams, zoning maps, law books, social service programs, handbooks, etc.) **Beside each item you list, briefly describe the purpose for which you refer to it.** (Examples: repair vehicles, write reports, teach classes, conduct appraisals, organize work, etc.)

Type of Manual/Book, Drawing, Etc.	Purpose for Which You Refer to It
Computer program manual	Michigan Child Support Formula - review court rules when setting support.
Computer program manual	IV-D Memorandums - amendments to court rules and updates within IV-D work.
Computer program application	Mi-Support- technical support with the MICSES application.
Computer website	State Court Administrators Office (SCAO) - current State approved forms used to prepare Judgments and Orders.
Computer program application	Learning Management System (LMS) - web based trainings and job aids.
Computer program application	Business Objects - verify assistance with DHHS, locate absent parents and verify income.
Computer program application	Central Paternity Registry/ Birth Records Systems - obtains copies of birth records and/or acknowledgments of Parentage.

4. Human Interaction/Communication:

a. List those people or groups with whom you must communicate in the performance of your work. List the individuals you supervise in Section C. (Examples: customers, patients, clients, students, trainees, immediate supervisors, counselors, subordinates, supervisors in other departments, consultants, sales representatives, etc.) **Beside each person or group you list, state the purpose for which you interact and/or communicate.** (Examples: give directions, advise, counsel, discipline, examine, psychoanalyze, receive advice, receive directions, administer medicine, negotiate, influence, interview, instruct, present, assist, supervise, sell, accept payments, etc.)

Person/Group With Whom You Communicate/Interact	Purpose of Communication/Interaction
Plaintiff and Defendant	Interviews
Prosecuting Attorney	Assists
Co Workers in other Counties	Receive advice
FOC caseworkers	Continuity
Clerk of Court	Continuity
Intergovernmental Agencies	Advise
DDC Laboratory	Present results

b. Check (☐) below those supervisory responsibilities which are a part of your position:

- | | | |
|--|--|--|
| <input type="checkbox"/> Instructing | <input type="checkbox"/> Allocating personnel | |
| <input type="checkbox"/> Assigning work | <input type="checkbox"/> Acting on employee problems | |
| <input type="checkbox"/> Reviewing work | <input type="checkbox"/> Selecting new employees | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input type="checkbox"/> Planning work of others | <input type="checkbox"/> Transferring/promoting | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input type="checkbox"/> Maintaining standards | <input type="checkbox"/> Disciplining | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input type="checkbox"/> Coordinating activities | <input type="checkbox"/> Discharging | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input type="checkbox"/> Evaluating performance | <input type="checkbox"/> Salary increases | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |

c. List below the names of employees you directly supervise. Beside each individual you list, state his/her title, whether he/she is full-time or part-time, and, if applicable, the number of people he/she directly supervises.

c. List below the type(s) of Data/Information to which you REFER.

(Examples: computer program manuals, policy manuals, accounting principles, architectural drawings, vehicle maintenance manuals, medical books, electrical diagrams, zoning maps, law books, social service programs, handbooks, etc.) **Beside each item you list, briefly describe the purpose for which you refer to it.** (Examples: repair vehicles, write reports, teach classes, conduct appraisals, organize work, etc.)

Type of Manual/Book, Drawing, Etc.	Purpose for Which You Refer to It
Computer program application	Federal Child Support Portal- locate absent parents, obtain information from Social Security Admin, Department of Defense, death records, view Intergovernmental Orders
Computer program application	Vine-link, Department of Corrections - locate incarcerated parties.

4. Human Interaction/Communication:

a. List those people or groups with whom you must communicate in the performance of your work. List the individuals you supervise in Section C. (Examples: customers, patients, clients, students, trainees, immediate supervisors, counselors, subordinates, supervisors in other departments, consultants, sales representatives, etc.) **Beside each person or group you list, state the purpose for which you interact and/or communicate.** (Examples: give directions, advise, counsel, discipline, examine, psychoanalyze, receive advice, receive directions, administer medicine, negotiate, influence, interview, instruct, present, assist, supervise, sell, accept payments, etc.)

Person/Group With Whom You Communicate/Interact	Purpose of Communication/Interaction
Probation Officers	
Attorneys	
MGT Consulting Group	
Egrams application	
Department of Health and Human Services	

b. Check (☐) below those supervisory responsibilities which are a part of your position:

- | | | | | | | | | | | |
|---|--|---|---|---|---------------------------------------|---|--------------------------------------|--|---|--|
| <input type="checkbox"/> Instructing | <input type="checkbox"/> Allocating personnel | | | | | | | | | |
| <input type="checkbox"/> Assigning work | <input type="checkbox"/> Acting on employee problems | | | | | | | | | |
| <input type="checkbox"/> Reviewing work | <input type="checkbox"/> Selecting new employees | (Recommend? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Planning work of others | <input type="checkbox"/> Transferring/promoting | (Recommend? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Maintaining standards | <input type="checkbox"/> Disciplining | (Recommend? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Coordinating activities | <input type="checkbox"/> Discharging | (Recommend? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Evaluating performance | <input type="checkbox"/> Salary increases | (Recommend? <input type="checkbox"/> Approve? <input 62="" 888="" 932="" 974"="" data-label="Section-Header" type="checkbox/>)</td> </tr> </table> </div> <div data-bbox="/> <p>c. List below the names of employees you directly supervise. Beside each individual you list, state his/her title, whether he/she is full-time or part-time, and, if applicable, the number of people he/she directly supervises.</p> |

Person(s) You Directly Supervise	His/Her Job Title	Part-Time or Full-Time	Number He/She Supervises
N/A			

d. List any individuals you coordinate or supervise that are not employees, such as volunteers, students, etc.

N/A

5. Machinery, Equipment, Tools, Supplies, and Materials Used:

a. Machinery/Equipment

List below the type(s) of machinery and/or equipment that you use or service in the performance of your work. (Examples: personal computer, computer terminal, printer, typewriter, tractor, dump truck, air conditioner, dialysis machine, drill press, offset press, etc.) Beside each machine or piece of equipment you list, describe the purpose for which you use or service it. Then briefly specify what you do with it. (Examples: operate it, repair it, maintain it, etc.)

Type of Machinery/Equipment	Purpose For Which You Use or Service It	What You Do With It
Computer	Investigates, IV-D work	Establish a Court Order
Printer	Print documents and correspondence.	Print documents and correspondence.
Copy/Fax machine	Receive/Scan documents, make copies	Fax, Scan and copy documents and correspondence.
Calculator	Make calculations for the purpose of setting support.	Make calculations.
Camera	Paternity Establishment	Mail picture to DDC as part of the Chain of Custody documentation.

b. Computer Software

Listed below are some common reasons for using software. Next to each reason that applies to your work, list the type(s) of computer software you use. (Examples: Word, Excel, C++, Microsoft Access, etc.) Beside each type of software program you list, briefly describe the specific purpose(s) for which you use it. (Examples: prepare letters and memoranda, design spreadsheets, design databases, enter data into accounting system, etc.)

Reason for Using Software	Type of Computer Software	Specific Purpose For Use
Word processing	Microsoft Word	Envelopes, blank documents
Data entry into computer system	N/A	
Desktop publishing	N/A	
Enter data in existing spreadsheet	Excel	Alerts
Design / format spreadsheets	N/A	
Enter data in existing database	MICSES	MI Child Support System
Design / develop new databases	N/A	
Develop/maintain website	N/A	
Other	MiChild Support Calculator	To calculate child support

c. Tools

List below the type(s) of tools that you use in the performance of your work. (Examples: mechanic's tools, drafting instruments, artist's instruments, surgical instruments, diagnostic instruments, sports paraphernalia, pick-ax, shovel, carpenter's tools, etc.) Beside each type of tool you list, briefly describe the purpose for which you use it.

Type of Tool	Purpose for Which You Use It
N/A	

d. Supplies and/or Materials (Supplies and materials that are used)

List below the types of supplies and/or materials that you use in the performance of your work. (Examples: secretarial supplies, clerical supplies, artist's supplies, medical supplies, testing materials, replacement parts, etc.) Beside each type of supply or material you list, briefly describe the purpose for which you use it.

Type of Supply/Material	Purpose for Which You Use It
Buccal Swabs; Testing Materials	Genetic Sampling; establish paternity
Secretarial supplies	To generate correspondence (communication purposes)

6. Verbal / Language Requirements:

a. Check (☑) below the technical or professional language that you must use in the performance of your work. Also indicate the specialty associated with the language you check. Please be specific about your specialty:

- Medical (specialty reading paternity results)
- Engineering (specialty _____)
- Legal (specialty General)
- Counseling (specialty _____)
- Music (specialty _____)
- Other _____)

- Accounting (specialty Federal Tax information)
- Mechanics (specialty _____)
- Electrical (specialty _____)
- Human resources (specialty General)
- Marketing (specialty _____)
- Foreign (specify Invergovernmental matters)

b. Other language requirements: _____

7. Mathematical Requirements:

a. Check (☑) those statements below which most accurately describe the level of mathematics that you must use in the performance of your work:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Add/subtract | <input type="checkbox"/> Descriptive statistics | <input type="checkbox"/> Statistical inference |
| <input checked="" type="checkbox"/> Multiply/divide | <input type="checkbox"/> College algebra | <input type="checkbox"/> Statistical theory |
| <input checked="" type="checkbox"/> Decimals/percentages | <input type="checkbox"/> College geometry | <input type="checkbox"/> Linear programming |
| <input type="checkbox"/> High school algebra | <input type="checkbox"/> College trigonometry | <input type="checkbox"/> Quadratic programming |
| <input type="checkbox"/> High school geometry | <input type="checkbox"/> Integral calculus | <input type="checkbox"/> Dynamic programming |
| <input type="checkbox"/> High school trigonometry | <input type="checkbox"/> Differential calculus | <input type="checkbox"/> Other _____ |

b. For each item checked, give an example of how you use it in the performance of your work.

Percentages- general; determining the reasonable cost of health care coverage.

Multiply/Divide - general; determining reasonable amount of birth expense to be paid.

Add/Subtract- general; preparing child support orders.

8. Situational Reasoning Requirements:

a. Give up to three (3) examples of the types of decisions required in your work which are likely to have the most impact on the work of your unit, department, and/or organization.

1. Determines levels of child support in accordance with the Michigan Child Support Formula.

2. Problem solving; employee makes significant decisions regarding issues not previously covered by policy, but follows standard guidelines.

Must devise new methods or modify existing standard procedures to meet new conditions.

3. Determines the appropriate legal action needed after review of Department of Health and Human Services referrals.

b. If your work is not performed correctly, what types of errors or problems are likely to result which will seriously impact the work of your unit, department, and/or organization?

Errors can cause a hold up of legal proceedings or result in the dismissal of the case if federally mandated time frames are not met.
 Accuracy in information and child support recommendations provided to the Circuit Court and investigative information provided to the Prosecuting Attorney significantly affects their decisions.
 Public disclosure of confidential information could be detrimental to the clients, the Prosecuting Attorney's Office, the Courts and the County.

c. How are such errors or problems usually identified?

Probable errors are difficult to detect and may involve major consequences. Problems are usually identified by self, the Prosecuting Attorney or the Judge.

9. Previous Experience Required:

a. Check below the amount of previous work experience a person would have to have to perform the duties and responsibilities of your current job. Beside the item checked, state what kind of previous work experience would be required. Please answer in terms of previous experience and not how long you have held your current job.

Type of Previous Experience Required for the Work

- 0 - 30 days _____
- up to 6 months _____
- up to 1 year _____
- up to 2 years _____
- minimum 3 years 3-5 years experience with investigative procedures.
- minimum 5 years _____
- minimum 7 years _____
- minimum 9 years _____
- 10 or more years _____

b. List below the last three jobs you have held prior to accepting your current position. Beside each previous job listed, state your employer and length of employment.

Previously Held Position(s)	Employer	Length of Employment
Secretary	Menominee County, Friend of the Court	6 y, 2 mo.
Deputy Treasurer	Menominee County, Treasurer's Office	2 years
Bookkeeper	Angeli's County Market	12 years

c. How long have you held your current position? Years 0 Months 8

10. Education Required:

- a. Check (☑) the statement(s) below which most accurately describes the amount of classroom education that is required to perform the tasks and responsibilities of your current position. Beside the item checked, describe the type of training required.

	Major Field of Concentration or Training
<input checked="" type="checkbox"/> High School diploma/GED Required	_____
<input type="checkbox"/> Vocational/technical diploma	_____
<input type="checkbox"/> College Coursework	_____
<input checked="" type="checkbox"/> Associate's degree	Investigative Procedures
<input type="checkbox"/> Bachelor's degree	_____
<input type="checkbox"/> Master's degree	_____
<input type="checkbox"/> Doctoral degree	_____
<input type="checkbox"/> Other	_____

- b. List below the educational degrees, diplomas, certificates, etc. that you currently hold. Show the school or college which awarded them. Please be specific.

Degree, Diploma, Certificate Awarded	Awarding Institution
High School Diploma	Houghton High School, Houghton, MI

- c. List below any professional, paraprofessional, or technical certificates or licenses, etc. that you currently hold. Beside each certification listed, state whether it is required for the position you now hold.

License or Certification Held	Required for Position?			
	Yes	No	Yes	No
Notary Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Environmental Requirements:

For each of the environmental requirements you indicated on page 4 (Essential Tasks), explain the type and severity of the injury that could result. Then indicate the likelihood of such an injury occurring assuming standard safety precautions are taken and proper procedures are followed (examples: unlikely, slight likelihood, moderate likelihood, likely, very likely, extremely likely).

Environmental Requirement	Type of Possible Injury	Likelihood of Possible Injury
0		
0		
0		
0		

b. If you make mistakes in your work, could others be hurt physically? How badly? Explain.

No.

c. Describe any degree of mental stress that you experience in the performance of your work. (Consider work that requires constant attention, work done under tight deadlines, and so on.) Please give examples.

Contract Performance Standards- constant attention to deadlines per State and Federal regulations in the following areas: evaluating court action referrals, locate of absent parents, service of process and establishment of child support orders.

12. Planning / Scheduling Requirements:

a. Check (☑) below the planning/scheduling time frames that are typically required in the performance of your work.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> One day | <input checked="" type="checkbox"/> Two to three months | <input checked="" type="checkbox"/> One to two years |
| <input checked="" type="checkbox"/> One week | <input checked="" type="checkbox"/> Four to six months | <input type="checkbox"/> Three to five years |
| <input checked="" type="checkbox"/> One month | <input type="checkbox"/> Seven to twelve months | <input type="checkbox"/> Over five years |

b. For each time frame checked, give examples of the type of planning/scheduling required.

One day- working and checking referrals received from the Department of Health and Human Services daily.

One week - scheduling interviews with plaintiff.

One month - scheduling interviews with defendant, scheduling and performing genetic testing.

2-3 months - observe due diligence with Service of Process.

13. Financial Responsibilities:

a. Indicate below the approximate dollar amount over which your position has budget approval, expenditure approval, or authority over during the course of one year:

	Direct	Indirect
Salaries & Wages:	\$ N/A	
Materials & Supplies:	\$ _____	_____
Equipment:	\$ _____	_____
Outside Services:	\$ _____	_____
Other:	\$ _____	_____
Total:	\$ 0	_____

b. Check the boxes below that describe your role in the budget process for your department or division:



Menominee County Sheriff's Office
Kenny Marks, Sheriff
Mike Holmes, Undersheriff

831 Tenth Avenue • Menominee, MI 49858
 Phone: (906) 863-4441 • Toll Free: 1-800-236-0242 • Fax: (906) 863-2239

January 10, 2019

REPORT

Overtime Paid for Fiscal years ending 2016, 2017 and 2018 – Corrections Deputies

The below figures are only for the following overtime reasons:

- Coverage due to illness, vacation, personal or compensatory time off.
- Coverage due to transport of inmate to or from a hospital or to or from another facility.
- Courthouse security – including, bailiff, vestibule, high profile trials.
- Part-time employee working more than 43 hours in one week.
- Mandatory 4-hour overtime to cover 8-hour straight time into a 12-hour shift.
- Including compensatory time earned

Fiscal Year Ending	Value of Overtime Paid	% Above previous year
2016	61,905.93	
2017	109,692.25	77.19% increase
2018	156,616.58	42.77% increase

These figures result in safety issues for the staff.

- Staff gets burned out
- Scheduling issues results in conflicts with employee's health and employment moral

Several of the employees will work their 12-hour shift and stay to cover another 4 hours of the next shift. Or they will go home, sleep for 2 hours and return for another 4. Or sleep for 4 hours and come in to cover the last 4 of a 12-hour shift and stay for their next shift. It has not been unusual for an employee to work 16 hours, sleep for a few hours and come back for another 12-hour shift. Not only is this a safety concern, but the employee no longer has a family life to enjoy.

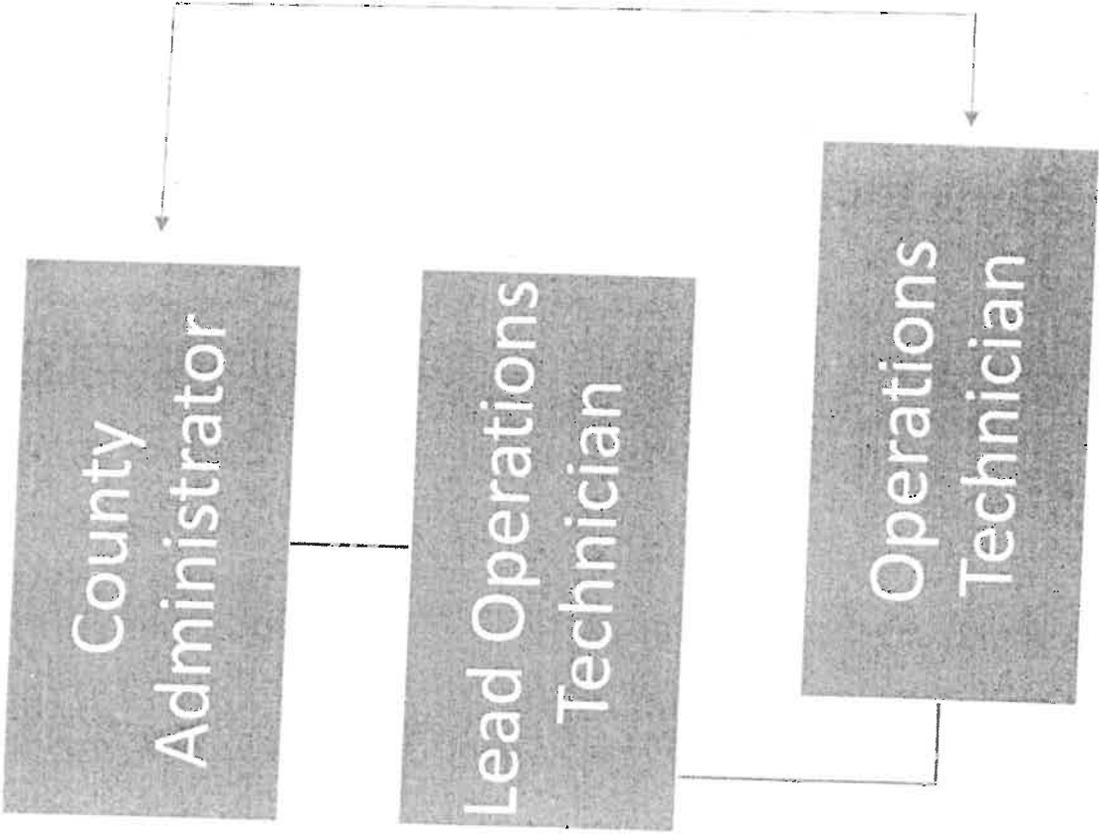
A more detailed hourly breakdown of the past 3 fiscal years:

Fiscal Year Ending	Full-Time Overtime Hours Worked	Part-time Hours Worked	Total hours	Equivalent of Full-Time Positions
2016	1950	3175	5125	2.46
2017	3845	3320	7165	3.45
2018	4973	3524	8497	4.09

****Menominee County is an equal opportunity provider and employer****

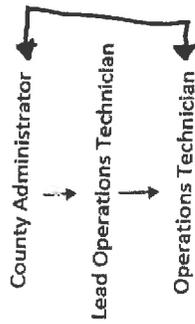
Position	FTE	HRs/Week	Hourly Wage	Projected Salary	Holiday Pay	Longevity	Hospital Ins.	Life Ins.	FICA	FICA-MED	Work Comp	Retirement	Uniform Allowance	TOTAL
Corrections - PT	0.63	25	\$ 15.00	\$ 19,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,209.00	\$ 282.75	\$ 656.37	\$ -	\$ 600.00	\$ 22,248.12
Corrections - PT	0.63	25	\$ 15.00	\$ 19,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,209.00	\$ 282.75	\$ 656.37	\$ -	\$ 600.00	\$ 22,248.12
Corrections (casual) Work Van	0.33	13	\$ 10.50	\$ 7,098.00	\$ -	\$ -	\$ -	\$ -	\$ 440.08	\$ 102.92	\$ 238.92	\$ -	\$ -	\$ 7,879.92
TOTALS	1.59	63	\$ -	\$ 46,098.00	\$ -	\$ -	\$ -	\$ -	\$ 2,858.08	\$ 668.42	\$ 1,551.66	\$ -	\$ 1,200.00	\$ 52,376.16
Position	FTE	HRs/Week	Hourly Wage	Projected Salary	Holiday Pay	Longevity	Hospital Ins.	Life Ins.	FICA	FICA-MED	Work Comp	Retirement	Uniform Allowance	TOTAL
Corrections - FT	1	40	\$ 17.95	\$ 37,336.00	\$ 4,272.10	\$ -	\$ 19,286.78	\$ 30.00	\$ 2,280.76	\$ 533.40	\$ 2,508.97	\$ 3,328.65	\$ 600.00	\$ 70,176.66
Corrections - FT	1	40	\$ 17.95	\$ 37,336.00	\$ 4,272.10	\$ -	\$ 19,286.78	\$ 30.00	\$ 2,280.76	\$ 533.40	\$ 2,508.97	\$ 3,328.65	\$ 600.00	\$ 70,176.66
TOTALS	2	80	\$ -	\$ 74,672.00	\$ 8,544.20	\$ -	\$ 38,573.56	\$ 60.00	\$ 4,561.51	\$ 1,066.81	\$ 5,017.94	\$ 6,657.30	\$ 1,200.00	\$ 140,353.31
PROJECTED BUDGET IMPACT	\$	87,977.16												

2018/2019 OT YTD 02/28/2019 \$ 50,209.44
2018/2019 OT TREND YEAR ENDING \$ 120,502.66
2017/2018 ACTUAL \$ 145,510.21
2016/2017 ACTUAL \$ 123,463.00



Department	Position	FTE	Addition	Deletion	Salary	Longevity	Health Insurance	Life Insurance	FICA	FICA - MED	Worker's Compensation	Retirement	Total
Airport	Manager	1.0	0.0	1.0	\$ 50,647.00	\$ -	\$ 19,287.00	\$ 30.00	\$ 2,841.00	\$ 664.00	\$ 2,443.00	\$ 4,051.00	\$ 79,963.00
Airport	Lineman	0.5	0.0	0.5	\$ 26,130.00	\$ -	\$ -	\$ -	\$ 1,620.00	\$ 379.00	\$ 1,261.00	\$ -	\$ 29,390.00
Airport	Lineman	1.0	1.0	0.0	\$ 40,200.00	\$ -	\$ 19,287.00	\$ 30.00	\$ 2,193.00	\$ 513.00	\$ 1,939.00	\$ 3,216.00	\$ 67,378.00
Budget Impact													\$ 41,975.00

**Menominee Regional Airport
Organizational Structure**



Menominee County, Michigan
Position Description

Title: Lead Operations Technician
Department: Menominee Regional Airport
Reports to: County Administrator
Date Adopted:

Purpose of Position

Plans and directs the day-to-day operations of the Menominee Regional Airport while maintaining a safe, secure, and enjoyable environment.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Advises the County Administrator, Airport Committee, and County Board on airport operations, policies, procedures, and programs as directed.
- Ensures the Menominee Regional Airport is in compliance with all Federal, State, and Local laws and regulations.
- Reports any actual or suspected violations of Federal, State, or Local laws at the airport to the County Administrator.
- Assists the County Administrator in preparing the annual budget for the airport.
- Prepares and submits invoices, financial documents, certifications, applications, grant agreements, and contracts to the County Administrator.
- Supervises other airport staff as directed.
- Files NOTAMS (Notice to Airmen) in a timely matter with pertinent information for airport users.
- Maintains and preserves an airport register indicating arrivals, departures, number of passengers, and other pertinent information.
- Conducts regular and preventative interior and exterior maintenance on airport buildings.
- Operates and maintains airport equipment, including heavy equipment, small engines, and hand tools.
- Conducts safe fueling operations on aircraft purchasing fuel at the airport, which requires maintaining familiarity with all types of aircraft, fueling procedures, and guidelines.

- Inspects and maintains the fuel farm, pumping equipment, hoses, and underground storage tanks. This also requires routine pumping of the tanks at regular intervals.
- Maintains all airport surface lighting (runway, taxiways, rotating beacon, building lights, etc.) and security fencing.
- Performs snow removal and grass cutting as required.
- Maintains fuel and aircraft engine oil inventories to insure sufficient supplies.
- Ensures wildlife does not interfere with aircraft operations and takes necessary steps to remove wildlife from aircraft operating areas.
- Provides customer service and assistance to airport users and others with questions or concerns regarding the airport.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent; experience with aviation, airport management, or operating heavy machinery is preferred.
- Possess a current and valid driver's license.
- Licensed with the State of Michigan as an "Airport Manager" within 60 days of hire.
- Class A Underground Storage Tank Certification within 6 months of hire.
- Storm Water Certification within 6 months of hire.

Knowledge, Skills, Abilities and Experience Required to Perform Essential Job Functions

- Ability to read, comprehend and communicate both verbally and in writing, at a level associated with completion of a high school degree or equivalent training.
- Training and/or experience in mechanics, diesel and gas engine repair and basic plumbing and basic electricity.
- Be in good physical condition and capable of performing tasks that require physical stamina.
- Ability to operate all airport equipment to include, but not limited to, fuel farm, grader, plow truck, sander, blower, front end loader, tractors, lawn mowers, pick-up trucks, and miscellaneous power and hand tools.
- Be capable of working with minimum supervision and make independent decisions regarding work to be done on a daily basis.

- Ability to calculate fuel costs, credit card charges and charges to standing credit accounts accurately.
- Knowledge of how to respond to emergencies at the airport involving aircraft accidents or incidents, fires or personal injuries.
- Be familiar with use of the UNICOM and broad casting of weather and traffic advisories.

Environmental Adaptability

- Safety must be considered paramount in all aspects of airport operations. Hazards that may be encountered include operation of machinery and heavy equipment, grass cutting, snow removal, fueling of aircraft, working outside inclement weather that will bring discomfort, summer temperatures an occasional high noise levels.

The above statements are intended to describe the general nature and level of work being performed by an airport maintenance/lineman at the Twin County Airport. They are a general summary of the job, responsibilities, duties and skills required.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Menominee County, Michigan
Position Description

Title: Operations Technician
Department: Menominee Regional Airport
Reports to: Lead Operations Technician
Date Adopted:

Purpose of Position

Assists in the day-to-day operations of the Menominee Regional Airport while maintaining a safe, secure, and enjoyable environment.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ensures the Menominee Regional Airport is in compliance with all Federal, State, and Local laws and regulations.
- Reports any actual or suspected violations of Federal, State, or Local laws at the airport to the Lead Service Technician.
- Files NOTAMS (Notice to Airmen) in a timely matter with pertinent information for airport users.
- Conducts regular and preventative interior and exterior maintenance on airport buildings.
- Operates and maintains airport equipment, including heavy equipment, small engines, and hand tools.
- Conducts safe fueling operations on aircraft purchasing fuel at the airport, which requires maintaining familiarity with all types of aircraft, fueling procedures, and guidelines.
- Inspects and maintains the fuel farm, pumping equipment, hoses, and underground storage tanks. This also requires routine pumping of the tanks at regular intervals.
- Maintains all airport surface lighting (runway, taxiways, rotating beacon, building lights, etc.) and security fencing.
- Performs snow removal and grass cutting as required.
- Maintains fuel and aircraft engine oil inventories to insure sufficient supplies.
- Ensures wildlife does not interfere with aircraft operations and takes necessary steps to remove wildlife from aircraft operating areas.

- Provides customer service and assistant to airport users and others with questions or concerns regarding the airport.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent; experience with aviation, airport management, or operating heavy machinery is preferred.
- Possess a current and valid driver's license.
- Licensed with the State of Michigan as an "Airport Manager" within 60 days of hire.
- Class A Underground Storage Tank Certification within 6 months of hire.
- Storm Water Certification within 6 months of hire.

Knowledge, Skills, Abilities and Experience Required to Perform Essential Job Functions

- Ability to read, comprehend and communicate both verbally and in writing, at a level associated with completion of a high school degree or equivalent training.
- Training and/or experience in mechanics, diesel and gas engine repair and basic plumbing and basic electricity.
- Be in good physical condition and capable of performing tasks that require physical stamina.
- Ability to operate all airport equipment to include, but not limited to, fuel farm, grader, plow truck, sander, blower, front end loader, tractors, lawn mowers, pick-up trucks, and miscellaneous power and hand tools.
- Be capable of working with minimum supervision and make independent decisions regarding work to be done on a daily basis.
- Ability to calculate fuel costs, credit card charges and charges to standing credit accounts accurately.
- Knowledge of how to respond to emergencies at the airport involving aircraft accidents or incidents, fires or personal injuries.
- Be familiar with use of the UNICOM and broad casting of weather and traffic advisories.

Environmental Adaptability

- Safety must be considered paramount in all aspects of airport operations. Hazards that may be encountered include operation of machinery and heavy equipment, grass cutting, snow removal, fueling of aircraft, working outside inclement weather that will bring discomfort, summer temperatures and occasional high noise levels.

The above statements are intended to describe the general nature and level of work being performed by an airport maintenance/lineman at the Twin County Airport. They are a general summary of the job, responsibilities, duties and skills required.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Menominee County, Michigan
Position Description

Title: Airport Manager
Department: Menominee Regional Airport
Reports to: Airport Committee
Date Adopted: 10/27/2015 (revised 10.27.17)

Purpose of Position

Plans, directs and coordinates activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations, by performing the following duties personally or through subordinated personnel.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Adhere to responsibilities described in the MDOT Aeronautics Administrative Code R259.312
- Develop and implement administrative, environmental, maintenance and safety programs or as directed by the Airport Committee and County Board.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, and prepare routine correspondence and an advice new media of pending committee meetings.
- Seek to obtain Local, State and Federal Grants for Airport Development Projects and each application to be approved by the County Board.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the Airport Committee Members apprised of matters dealing directly with the problem(s).
- Maintain FAA Standards for a general aviation airport
- Assist with resolving problems, determining, establishing and implementing policies, procedures and programs as directed by the Airport Committee and County Board.

- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other relevant information required by the Airport Committee and County Board. Retain records for a period of three years, or such period required by the Menominee County.
- Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Airport Committee on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the Airport Committee, and County Board.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, directs and when necessary, operate equipment for the Buildings and Grounds, maintenance of the airport; inspect runways, taxiways, ramps and roads and assess operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keep accurate records of appropriate maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent; must become airport manager licensed with the State of Michigan within 60-days of hire; **aviation and management experience preferred.**

ABLE TO TEST AND PASS THE CLASS AN UNDERGROUND STORAGE TANK CERTIFICATION EXAM.

ABLE TO TEST AND PASS THE STORM WATER CERTIFICATION EXAM

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of computer data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as agendas, meeting minutes, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Airport Committee

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Airport Committee Chair Signature

Date

Date

Menominee County, Michigan
Position Description

Title: Maintenance/Lineman
Department: Twin County Airport
Reports to: Airport Manager
Date Adopted: 10/27/2015

Purpose of Position

Ensures that safety in all areas of the airport operation is considered first and foremost. These areas include but are not limited to: operations of all vehicles, fueling and handling of aircraft, handling of emergencies, cleaning and maintenance of airport buildings.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conduct regular and preventative interior and exterior maintenance on airport buildings.
- Operate and complete maintenance, at regular intervals, on all airport equipment including heavy equipment and miscellaneous small engines. This includes checking for normal operations of all equipment during periods of non-use.
- Conduct safe fueling operations on all aircraft purchasing fuel at the airport. This includes maintaining familiarity with all types of aircraft and their fueling needs and procedures for conduction their fueling operations. In addition, close attention must be paid to the regular inspection of the fuel farm, its pumping equipment, hoses and the underground storage tanks. Sumping of the storage tanks must be done at regular intervals as required by the airport's fuel supplier.
- Maintain all airport surface lighting as necessary. This includes runway, taxiway, rotating beacon and building lights.
- Perform snow removal and grass cutting as required. Consideration should be given to conserving cost by limiting, to the extent possible, the consumption of fuel used in performing these operations.
- Maintain fuel and aircraft engine oil inventories to insure sufficient supplies.
- Police the airport property on a regular basis to insure wildlife is clear of runways and not allowed to remain on the airport grounds. Special attention should be paid during periods of migration and during the runway check that is to be made each morning.
- Maintain a pleasant relationship with all customers using the airport and bear in mind that the airport exists to serve the community and the customer.

Knowledge, Skills, Abilities and Experience Required to Perform Essential Job Functions

- Ability to read, comprehend and communicate both verbally and in writing, at a level associated with completion of a high school degree or equivalent training.
- Training and/or experience in mechanics, diesel and gas engine repair and basic plumbing and basic electricity.
- Prior practical airport work experience in the above areas is preferred.
- Be in good physical condition and capable of performing tasks that require physical stamina.
- Possess a current and valid driver's license.
- Ability to operate all airport equipment to include, but not limited to, fuel farm, grader, plow truck, sander, blower, front end loader, tractors and lawn movers, pick up truck and miscellaneous power and hand tools.
- Be capable of working with minimum supervision and make independent decisions regarding work to be done on a daily basis.
- Ability to use tact and courtesy in dealing with users of the airport, fellow airport employees, FAA and State officials, Menominee County employees and other outside agencies.
- Ability to calculate fuel costs, credit card charges and charges to standing credit accounts accurately.
- Knowledge of how to respond to emergencies at the airport involving aircraft accidents or incidents, fires or personal injuries.
- Be familiar with use of the UNICOM and broad casting of weather and traffic advisories.

Environmental Adaptability

- Safety must be considered paramount in all aspects of airport operations. Hazards that may be encountered include operation of machinery and heavy equipment, grass cutting, snow removal, fueling of aircraft, working outside inclement weather that will bring discomfort, summer temperatures an occasional high noise levels.

The above statements are intended to describe the general nature and level of work being performed by an airport maintenance/lineman at the Twin County Airport. They are a general summary of the job, responsibilities, duties and skills required.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date



ORGANIZATION: Menominee County

NAME: Jeff LaFleur

DEPARTMENT: Menominee Regional Airport

DIVISION:

JOB TITLE: Lead Operations Technician

**COMPREHENSIVE
POSITION
QUESTIONNAIRE**



INTRODUCTION TO THE COMPREHENSIVE POSITION QUESTIONNAIRE (CPQ)

This questionnaire is called the "Comprehensive Position Questionnaire" (CPQ). The purpose of the CPQ is to identify the compensable factors associated with the work of your position. The factors contained in the CPQ are universal in scope. They address the important compensation factors that exist in any type of position. In completing the CPQ, you should respond to every section that pertains to your position.

Your responses will not be used to evaluate your job performance. Rather, your responses will be used to develop a classification or job description and/or to determine the relative ranking of your position to other positions in the organization.

After you complete the CPQ, your immediate supervisor will review your responses for completeness and accuracy, using the Supervisor's Review section at the end of the CPQ.

The accuracy of job analysis, job evaluation, and classification/job description preparation will be dependent upon the accuracy of the information you provide when you complete this questionnaire. Errors in job analysis, job evaluation, and classification description preparation could result from inaccurate or incomplete information.

© The Archer Company, 2010

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the Archer Company.

Printed in the United States of America

The Archer Company
COMPREHENSIVE POSITION QUESTIONNAIRE

GENERAL INSTRUCTIONS:

1. Before beginning, please review the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to your position, please indicate by writing "N/A."
2. To complete the questionnaire, please write legibly in ink, or if you prefer, type your responses.
3. If you wish to make additional comments regarding your position, please use the space available in the Additional Information section on page 13 of this questionnaire. If you need more space, you may attach additional pages.

IDENTIFICATION INFORMATION:

Department: Menominee Regional Airport

Employee:	
Name: <u>Jeff LaFleur</u>	Title: <u>Lead Operations Technician</u>
Phone: <u>(906) 863-8408</u> ext. _____	Email: <u>JLafleur@menomineeco.com</u>

Your Immediate Supervisor:	
Name: <u>Jason Carviou</u>	Title: <u>County Administrator</u>
Phone: <u>(906) 863-7779</u> ext. _____	Email: <u>JCarviou@menomineeco.com</u>

PLEASE CHECK (☑) THE APPROPRIATE BOX FOR THE STATEMENTS BELOW:

I am a:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Regular full-time employee | <input type="checkbox"/> Temporary full-time employee |
| <input type="checkbox"/> Regular part-time employee | <input type="checkbox"/> Temporary part-time employee |

I typically work the following shift:

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Night |
| <input type="checkbox"/> Evening | <input type="checkbox"/> Other: _____ |

The full-time standard work week for my position is:

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> 40 hours | <input type="checkbox"/> 35 hours |
| <input type="checkbox"/> 37 1/2 hours | <input type="checkbox"/> Other: _____ |

POSITION RESPONSIBILITIES AND TASKS

1. Position Purpose:

Summarize in one or two sentences the essential purpose of your position.

Plans and directs the day-to-day operations of the Menominee Regional Airport while maintaining a safe, secure, and enjoyable environment.

It is important to carefully read the following directions.

2. Listing of Essential Position Tasks:

In the space provided on page 4, please list the **ESSENTIAL** tasks and duties involved in the performance of your current job. An essential task is one that is directly related to the purpose of the position and generally cannot be delegated to someone else. Describe each task in a clear, concise statement. **BEGIN EACH STATEMENT WITH AN ACTION VERB** (For example: drives, conducts, repairs, files, types, answers, summarizes, prepares). Avoid ambiguous words like: handles, participates, deals with. You may continue and attach additional sheets, if necessary. Where possible, please group tasks according to major functions.

In the first column, list all of the essential tasks you perform in your job, beginning with the most critical duties. Once your essential tasks are listed, carefully review each one and mark each column based on the following guidelines:

- **Frequency:** How often do you perform the task? Mark the column:
 D=Daily W=Weekly M=Monthly Q=Quarterly S=Semi-annually A=Annually
- **Most Important:** Place a check mark (☑) in this column for the **FIVE** tasks you consider the most important.
- **Percentage of Time:** It is important to estimate the percentage of time and the total should equal 100 percent.
- **Physical, Environmental and Sensory Demands:** It is necessary to identify the significant physical, environmental and sensory requirements of each task you identify as essential to your job. Such requirements as unusual or prolonged physical exertion, special manual dexterity, hand and eye coordination, visual or audio perception, fast response or reaction, and deliberate manipulations should be considered.

For each essential position task, mark the columns Physical, Environmental, and Sensory with the appropriate code according to the definitions on the following page. List all that apply to that task or function. **PLEASE NOTE:** In describing the physical, environmental, and sensory requirements of your work, consider the **NORMAL** or **TYPICAL** work environments and demands; not those that are highly unusual or atypical.

Physical Requirements:CODE REQUIREMENT

- 1 Sedentary to light work. Some reaching, handling, fingering, and/or feeling of objects and materials.
- 2 Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.
- 3 Very moderate physical effort. Light work with some combination of stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
- 4 Moderate, though not constant physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve some manipulating of 11-20 pound items.
- 5 Regular and, at times, sustained physically demanding work. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. May involve manipulating of 21-50 pound items.
- 6 Regular and sustained physically demanding work. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items.
- 7 Heavy physical effort with greater emphasis on climbing and balancing. Some combination of stooping, kneeling, crouching, and crawling. Manipulating of 21-50 pound items. May occasionally involve heavier items (up to 100 pounds).
- 8 Very heavy physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items up to 100 pounds. Occasionally heavier items (100 pounds or over).
- 9 Extremely heavy physical effort. Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Manipulating of items in excess of 100 pounds.

Environmental Requirements:CODE REQUIREMENT

- 0 No environmental risks
- 1 Temperature/Weather Extremes
- 2 Strong Odors
- 3 Toxic/Poisonous Agents
- 4 Smoke/Dust/Pollen
- 5 Wetness/Humidity
- 6 Animals/Wildlife
- 7 Disease/Blood/Bodily Fluids

Sensory RequirementsCODE REQUIREMENT

- 8 Electric Currents
- 9 Explosives
- 10 Violence
- 11 Bright/Dim Light
- 12 Noise Extremes
- 13 Vibrations
- 14 Machinery
- 15 Traffic Hazards

- 1 Color - perceive/discriminate
- 2 Sound - perceive/discriminate
- 3 Taste - perceive/discriminate
- 4 Odor - perceive/discriminate
- 5 Depth - perceive/discriminate
- 6 Texture - perceive/discriminate
- 7 Visual - perceive/discriminate
- 8 Oral Communications - ability

ESSENTIAL POSITION TASKS	Frequency	Most Important	Percentage of Time	Physical	Environment	Sensory
Ensures compliance with the federal, state, and local laws.	D	<input checked="" type="checkbox"/>	2	1	1	7,8
Conducts safe fueling operations on aircraft purchasing fuel.	D	<input checked="" type="checkbox"/>	10	5	2,3	4,7,8
Supervises other airport staff as directed.	D	<input checked="" type="checkbox"/>	2	1	6,7,8	8
Performs snow removal and grass cutting operations.	D	<input checked="" type="checkbox"/>	20	4	14,15	2,4,5,7,8
Prepares and submits invoices, applications, and agreements to the County Administrator.	W	<input checked="" type="checkbox"/>	5	2	0	8
Advises the County Administrator, Airport Committee, and County Board.	W		2	1	0	8
Reports actual or suspected violations of law to the County Administrator.	D		1	1	0	8
Assists in preparing the annual budget.	A		2	2	0	8
Files NOTAMS (Notice to Airmen) in a timely manner.	D/W		3	2	0	8
Maintains and preserves airport register.	D		2	1	0	8
Conducts regular and preventative interior and exterior maintenance.	D		20	5	1,3,4,7,8,14	4,7,8
Operates and maintains airport equipment, including heavy equipment.	D		15	5	3,4,8,14	2,5,7
Inspects and maintains fuel farm.	D/W		5	3	3,15	4,7
Maintains all airport surface lighting.	D/W/M		2	3	5,8	1,7
Maintains fuel and aircraft engine oil inventories.	D/W/M		2	3	3	7
Ensures wildlife does not interfere with aircraft operations.	D		2	3	6	2,7
Provides customer service and assistance to airport users.	D		5	1	0	8

c. List below the type(s) of Data/Information to which you REFER.

(Examples: computer program manuals, policy manuals, accounting principles, architectural drawings, vehicle maintenance manuals, medical books, electrical diagrams, zoning maps, law books, social service programs, handbooks, etc.) **Beside each item you list, briefly describe the purpose for which you refer to it.** (Examples: repair vehicles, write reports, teach classes, conduct appraisals, organize work, etc.)

Type of Manual, Book, Drawing, Etc.	Purpose for Which You Refer to It
Vehicle Maintenance Manuals	Maintain Heavy Equipment
Electrical Diagrams	Maintain Airport Surface Lighting
Architectural Drawings/Blueprints	Building Maintenance and Repairs
Airport Layout Plan	Planning Airfield Maintenance & Improvements

4. Human Interaction/Communication:

a. List those people or groups with whom you must communicate in the performance of your work. List the individuals you supervise in Section C. (Examples: customers, patients, clients, students, trainees, immediate supervisors, counselors, subordinates, supervisors in other departments, consultants, sales representatives, etc.) **Beside each person or group you list, state the purpose for which you interact and/or communicate.** (Examples: give directions, advise, counsel, discipline, examine, psychoanalyze, receive advice, receive directions, administer medicine, negotiate, influence, interview, instruct, present, assist, supervise, sell, accept payments, etc.)

Person/Group With Whom You Communicate/Interact	Purpose of Communication/Interaction
County Administrator	Coordinate Operations, Airport Management, Advise on Airport Issues
Airport Committee	Advise on Airport Issues & Operations
County Board	Advise on Airport Issues & Operations
Airport Tenants	Discuss Airfield Conditions/Issues, Help Resolve Issues, Provide Assistance
Transient Pilots	Accommodate Requests, Provide Customer Service
FAA & MDOT	Coordinate Repairs/Improvements, Ensure Airport Compliance
Public	Answer Questions & Educate

b. Check (☑) below those supervisory responsibilities which are a part of your position:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Instructing | <input type="checkbox"/> Allocating personnel | |
| <input checked="" type="checkbox"/> Assigning work | <input type="checkbox"/> Acting on employee problems | |
| <input type="checkbox"/> Reviewing work | <input checked="" type="checkbox"/> Selecting new employees | (Recommend? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input checked="" type="checkbox"/> Planning work of others | <input type="checkbox"/> Transferring/promoting | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input checked="" type="checkbox"/> Maintaining standards | <input type="checkbox"/> Disciplining | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input checked="" type="checkbox"/> Coordinating activities | <input type="checkbox"/> Discharging | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |
| <input type="checkbox"/> Evaluating performance | <input type="checkbox"/> Salary increases | (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) |

c. List below the names of employees you directly supervise. Beside each individual you list, state his/her title, whether he/she is full-time or part-time, and, if applicable, the number of people he/she directly supervises.

Person(s) You Directly Supervise	His/Her Job Title	Part-Time or Full-Time	Number He/She Supervises
Vacant	Operations Technician	Full-Time	0
Vacant	Operations Technician	Full-Time	0
Vacant	Operations Technician	Full-Time	0
Vacant	Operations Technician	Full-Time	0
Vacant	Operations Technician	Full-Time	0
Vacant	Operations Technician	Full-Time	0
Vacant	Operations Technician	Full-Time	0
Vacant	Operations Technician	Full-Time	0
Vacant	Operations Technician	Full-Time	0

d. List any individuals you coordinate or supervise that are not employees, such as volunteers, students, etc.
 NONE

5. Machinery, Equipment, Tools, Supplies, and Materials Used:

a. Machinery/Equipment

List below the type(s) of machinery and/or equipment that you use or service in the performance of your work. (Examples: personal computer, computer terminal, printer, typewriter, tractor, dump truck, air conditioner, dialysis machine, drill press, offset press, etc.) Beside each machine or piece of equipment you list, describe the purpose for which you use or service it. Then briefly specify what you do with it. (Examples: operate it, repair it, maintain it, etc.)

Type of Machinery/Equipment	Purpose For Which You Use or Service It	What You Do With It
Case Road Grader	Snow Removal, Road Grading	Operate, Repair, Maintain
John Deere Loader	Snow Removal, Soil Transfer	Operate, Repair, Maintain
RPM Tech Snow Blower	Transfer/Remove Snow	Operate, Repair, Maintain
International Plow Truck	Snow Removal	Operate, Repair, Maintain
Premier De-Icer	De-Ice Aircraft	Operate, Repair, Maintain
Fuel Farm	Aircraft Fueling	Operate, Repair, Maintain
Tractor and Mower	Grass Cutting	Operate, Repair, Maintain
Computer	Maintain Records, Invoices, Misc	Operate
Forklift	Material Handling	Operate, Repair, Maintain
Hand Tools	Maintenance & Repairs	Operate

b. Computer Software

Listed below are some common reasons for using software. Next to each reason that applies to your work, list the type(s) of computer software you use. (Examples: Word, Excel, C++, Microsoft Access, etc.) Beside each type of software program you list, briefly describe the specific purpose(s) for which you use it. (Examples: prepare letters and memoranda, design spreadsheets, design databases, enter data into accounting system, etc.)

Reason for Using Software	Type of Computer Software	Specific Purpose For Use
Word processing		
Data entry into computer system		
Desktop publishing		
Enter data in existing spreadsheet		
Design / format spreadsheets		
Enter data in existing database		
Design / develop new databases		
Develop/maintain website		
Other	Ebay/Amzon/Online Vendors	Purchasing Supplies/Research

c. Tools

List below the type(s) of tools that you use in the performance of your work. (Examples: mechanic's tools, drafting instruments, artist's instruments, surgical instruments, diagnostic instruments, sports paraphernalia, pick-ax, shovel, carpenter's tools, etc.) Beside each type of tool you list, briefly describe the purpose for which you use it.

Type of Tool	Purpose for Which You Use It
Mechanic Tools	Repairing Heavy Equipment
Voltmeters	Electrical Maintenance
Carpenter Tools	Building Maintenance
Chainsaw	Tree Removal

d. Supplies and/or Materials (Supplies and materials that are used)

List below the types of supplies and/or materials that you use in the performance of your work. (Examples: secretarial supplies, clerical supplies, artist's supplies, medical supplies, testing materials, replacement parts, etc.) Beside each type of supply or material you list, briefly describe the purpose for which you use it.

Type of Supply /Material	Purpose for Which You Use It
Replacement Parts	Repair Heavy Equipment
Cleaning Supplies	Building Maintenance
Stock Steel & Aluminum	Repair Heavy Equipment & Buildings
Lumber	Repair Buildings

6. Verbal / Language Requirements:

a. Check (☑) below the technical or professional language that you must use in the performance of your work. Also indicate the specialty associated with the language you check. Please be specific about your specialty:

- Medical (specialty _____)
- Engineering (specialty _____)
- Legal (specialty _____)
- Counseling (specialty _____)
- Music (specialty _____)
- Other Aeronautics _____

- Accounting (specialty _____)
- Mechanics (specialty Diesel & Gas _____)
- Electrical (specialty High Voltage Systems _____)
- Human resources (specialty _____)
- Marketing (specialty _____)
- Foreign (specify _____)

b. Other language requirements: _____

7. Mathematical Requirements:

a. Check (☑) those statements below which most accurately describe the level of mathematics that you must use in the performance of your work:

- Add/subtract
- Multiply/divide
- Decimals/percentages
- High school algebra
- High school geometry
- High school trigonometry

- Descriptive statistics
- College algebra
- College geometry
- College trigonometry
- Integral calculus
- Differential calculus

- Statistical inference
- Statistical theory
- Linear programming
- Quadratic programming
- Dynamic programming
- Other _____

b. For each item checked, give an example of how you use it in the performance of your work.

Add/Subtract - computing fuel loads, converting gallons to pounds, invoicing, maintenance and repairs.

Multiply/Divide - electrical requirements for high voltage systems, invoicing, maintenance and repairs.

Decimals/Percentages - calculate mixtures for deicing applications, maintenance.

8. Situational Reasoning Requirements:

a. Give up to three (3) examples of the types of decisions required in your work which are likely to have the most impact on the work of your unit, department, and/or organization.

1. Snow Removal - Must determine when to begin snow removal operations to ensure air traffic can safely utilize airport, maintain time management, and determine snow placement for maximum efficiency.

2. Scheduling maintenance of heavy equipment to ensure reliability, even during periods of non-use.

3. Maintaining fuel inventories and ordering fuel when necessary.

b. If your work is not performed correctly, what types of errors or problems are likely to result which will seriously impact the work of your unit, department, and/or organization?

1. Incorrect fueling of aircraft could result in loss of aircraft and live. Necessity to maintain fuel quality.
2. Non-compliance with FAA and MDOT-Aero mandates for the airport - could impact grant assurances/federal grant money.
3. Failure to remove snow in a timely manner could result in unsafe conditions for aircraft.
4. Improper maintenance of equipment could lead to failures and inefficiencies.

c. How are such errors or problems usually identified?

Errors are identified by notifications from the FAA or MDOT-Aero or by equipment failures on the airfield.

9. Previous Experience Required:

a. Check below the amount of previous work experience a person would have to have to perform the duties and responsibilities of your current job. Beside the item checked, state what kind of previous work experience would be required. Please answer in terms of previous experience and not how long you have held your current job.

Type of Previous Experience Required for the Work

- 0 - 30 days _____
- up to 6 months _____
- up to 1 year _____
- up to 2 years _____
- minimum 3 years _____
- minimum 5 years _____
- minimum 7 years _____
- minimum 9 years _____
- 10 or more years _____

Electrical Wiring, Troubleshooting, & Maintenance
 Experience with Diesel & Gas Engines
 Aircraft Fueling Procedures & Ground Handling

b. List below the last three jobs you have held prior to accepting your current position. Beside each previous job listed, state your employer and length of employment.

Previously Held Position(s)	Employer	Length of Employment
Electrician	Bergstrom Electric	15 Years
Maintenace	Northern Coating & Chemical	3 Years
Automotive Repair	10th & 10th Mobil	5 Years

c. How long have you held your current position? Years 34 Months _____

10. Education Required:

- a. Check (☑) the statement(s) below which most accurately describes the amount of classroom education that is required to perform the tasks and responsibilities of your current position. Beside the item checked, describe the type of training required.

	Major Field of Concentration or Training
<input checked="" type="checkbox"/> High School diploma/GED Required	Mechanics & Electrical
<input checked="" type="checkbox"/> Vocational/technical diploma	Electrical, Plumbing, & Diesel Mechanics
<input type="checkbox"/> College Coursework	
<input type="checkbox"/> Associate's degree	
<input type="checkbox"/> Bachelor's degree	
<input type="checkbox"/> Master's degree	
<input type="checkbox"/> Doctoral degree	
<input type="checkbox"/> Other	

- b. List below the educational degrees, diplomas, certificates, etc. that you currently hold. Show the school or college which awarded them. Please be specific.

Degree, Diploma, Certificate Awarded	Awarding Institution

- c. List below any professional, paraprofessional, or technical certificates or licenses, etc. that you currently hold. Beside each certification listed, state whether it is required for the position you now hold.

License or Certification Held	Required for Position?			
Licensed Underground Storage Tank Operator Class A & B	<input checked="" type="checkbox"/>	Yes	No	<input type="checkbox"/>
Fire Crash Rescue Certificate	<input checked="" type="checkbox"/>	Yes	No	<input type="checkbox"/>
Airport Manager's License	<input checked="" type="checkbox"/>	Yes	No	<input type="checkbox"/>
Storm Water Runoff Certification	<input checked="" type="checkbox"/>	Yes	No	<input type="checkbox"/>

11. Environmental Requirements:

For each of the environmental requirements you indicated on page 4 (Essential Tasks), explain the type and severity of the injury that could result. Then indicate the likelihood of such an injury occurring assuming standard safety precautions are taken and proper procedures are followed (examples: unlikely, slight likelihood, moderate likelihood, likely, very likely, extremely likely).

Environmental Requirement	Type of Possible Injury	Likelihood of Possible Injury
1	Frostbite, Sunburn, Heat Exhaustion	Somewhat Likely
2,3	Chemical Burns, Inhale Poisonous Gases	Slight Likelihood
6,7,8	Animal Bites, Contraction of Diseases, Electrocutation	Slight Likelihood
14,15	Crushed, Caught Body Parts, Accidentally Ran Over	Somewhat Likely

b. If you make mistakes in your work, could others be hurt physically? How badly? Explain.

Injury/Loss of Life - fueling procedures must be maintained otherwise aircraft may not function correctly leading to a crash. Operating heavy equipment and moving aircraft can result in accidental accidents by running over someone or running into someone. Field conditions must be maintained for safe aircraft operations.

c. Describe any degree of mental stress that you experience in the performance of your work. (Consider work that requires constant attention, work done under tight deadlines, and so on.) Please give examples.

Snow removal is a time sensitive project due to safety concerns. Often called late at night and on weekends for issues at the airport or due to weather. Grass always needs to be cut and due to size of the property is an on-going project. Maintaining compliance with the FAA & MDOT-Aero to ensure airport stays in compliance and is eligible for grant money. On-call 24/7 for emergency, pilot requests, planning, questions on-site concerns, flight for life, and police department concerns.

12. Planning / Scheduling Requirements:

a. Check (☑) below the planning/scheduling time frames that are typically required in the performance of your work.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> One day | <input type="checkbox"/> Two to three months | <input type="checkbox"/> One to two years |
| <input checked="" type="checkbox"/> One week | <input type="checkbox"/> Four to six months | <input checked="" type="checkbox"/> Three to five years |
| <input checked="" type="checkbox"/> One month | <input checked="" type="checkbox"/> Seven to twelve months | <input type="checkbox"/> Over five years |

b. For each time frame checked, give examples of the type of planning/scheduling required.

Day/Week/Month - Ensure fuel supplies are checked for contamination.

Seven to Twelve Months - Schedule regular maintenance on heavy equipment.

Three to Five Years - Change out various airport lighting systems.

13. Financial Responsibilities:

a. Indicate below the approximate dollar amount over which your position has budget approval, expenditure approval, or authority over during the course of one year:

	Direct	Indirect
Salaries & Wages:	\$ 0	No Budget Approval
Materials & Supplies:	\$ 3250	Up to \$500 in one purchase
Equipment:	\$ 4900	Up to \$500 in one purchase
Outside Services:	\$ 2500	Up to \$500 in one purchase
Other:	\$ 4820	Up to \$500 in one purchase
Total:	\$ 0	

b. Check the boxes below that describe your role in the budget process for your department or division:

Develop and defend budget for the: Organization Department Division

Make recommendations to supervisor about the budget request for the: Department Division

c. Other Financial Responsibilities:

Directly responsible for monitoring and overseeing expenditures for: Organization Department Division

Assist with monitoring expenditures and alerting manager when a certain threshold is reached.

Handle cash or other forms of money / payments: \$ _____ per _____

ADDITIONAL INFORMATION

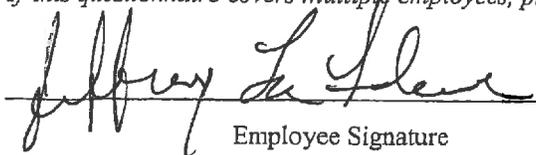
Are there any other items of importance in your work that have not been addressed? If so, please list and/or explain. (Please attach additional sheets if necessary.)

Responsible for day-to-day operations of the airport (financial, environmental, logistics, etc.).

Job Description is Attached.

After completing this questionnaire, please sign, date, and give it to your immediate supervisor for review. Thank you for your time and cooperation.

If this questionnaire covers multiple employees, please have all employees represented sign the questionnaire.


Employee Signature

March 7, 2019
Date

Menominee County Administrator Job Description

Position Summary:

Directs and coordinates the day-to-day operations of County government under the Board of Commissioner's jurisdiction; assists the Board to ensure its governance practices are consistent with the law; researches, develops and recommends County policies and/or programs for consideration by the Board; oversees all phases of budget development and implementation; implements Board policies; represents the commission at meetings at the local and state level; promotes and motivates a service-oriented environment and positive County image to employees and the general public; performs highly effective administrative work in planning and directing the administrative business of the County.

Education/Experience: Bachelor's Degree in Public or Business Administration with five years of administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Knowledge, Skills and Abilities:

- Knowledge of administrative and executive management of local government
- Knowledge of local governmental accounting, financial reporting and budgeting
- Ability to provide effective leadership and coordination in developing solutions, innovating new techniques and supervision of staff
- Knowledge of organizational principles, staffing patterns and program objectives
- Knowledge of Michigan law as applicable to the authority and jurisdiction and operations, functions, policies and procedures of local government
- Knowledge of jurisdictional authorities and limits between elected and appointed office holders of County positions
- Ability to engage and maintain effective working relationships with the County Board, elected and appointed officials, County employees, labor unions and representatives of other governmental agencies
- Strong communication, negotiation, mediation and conflict management skills
- Knowledge of federal and state labor laws and regulations sufficient to analyze proposed personnel policies and effectively educate elected and appointed officials
- Knowledge of public sector collective bargaining including scope of representations, contract compliance and public sector labor union.

Essential duties and Responsibilities: The following duties are normal for this position and are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. County Administration:

- Coordinates, implements and enforces County by-laws, policies, and rules.
- Attends County Board and committee meetings in an advisory role.
- Approves agenda packets.
- Records meeting minutes.
- Maintains relationships with federal, state, county, city and township officials.
- Oversees and coordinates building projects.
- Conducts research for lawsuits, financial matters, commission information, etc. as needed.
- Drafts resolutions, ordinances and other recommendations to come before the Board

- Acts as Building & Grounds and Parks Superintendent and will manage and oversee department operations including the maintenance of Jail, Courthouse, Health Department, Annex, Library (all buildings) and all grounds and parks; prepares the annual department budgets and orders supplies and equipment.

2. Finance:

- Acts as Chief Fiscal Officer for the County.
- Develops annual budget for review and improvement.
- Develops Capital Improvement Plan.
- Forecasts revenue and expenditures.
- Enforces budget policies.
- Prepares RFP's for bidding process.
- Oversees Remonumentation Program.
- Writes, researches, tracks, and finalizes grants for the County
- Administers grants for Michigan State Housing Development Authority (MSHDA).
- Oversees County's fixed asset reports.
- Submits insurance reports.
- Approves all County bills and standing payments.
- Prepares various financial analyses for projects.
- Negotiates leases, contracts and other agreements for goods and services subject to approval by the board; ensures all terms and conditions of leases, contracts and other agreements are performed.

3. Human Resources

- Serves as Human Resource Director
- Enforces the personnel manual
- Negotiates employment contracts
- Prepares employment letters
- Coordinates meetings
- Coordinates health insurance, workers' compensation, and retirement program
- Enforces and oversees compliance with Cobra and Family Medical Leave Act
- Supervises department heads and administrative staff
- Assists Commissioners in hiring/firing employees
- Conducts performance evaluations
- Assists department heads and elected officials with administering consistent hiring, leave and termination practices, in compliance with State and Federal laws, according to County policies and collective bargaining agreements.
- Oversees employee timesheets, pension and disability, group health and life insurance, leaves of absence and compensation plan administration.
- Assists Board Committees in the development and implementation of policies and guidelines for salary administration, including classifying, compensating and evaluating all positions.
- Advise Board of hiring, suspension, discharge and job performance evaluations for all Department Heads under the jurisdiction of the Board, except persons appointed by the Board as required by laws of the State. The jurisdiction of the board includes Buildings

& Grounds/Parks, E911, Veteran Services, Emergency Management, and Administrative Office employees.

4. Airport Administration:

- Serves as the Airport Director
- Advises the Airport Committee & County Board on airport policy
- Ensures compliance with FAA and MDOT-Aero regulations and assurances
- Drafts agreements, leases, and documents for County Board approval
- Enforces agreements, laws, regulations, ordinances, and rules
- Negotiates leases and agreements with airport tenants
- Responsible for the safety and security of the airport facility and users
- Supervises airport staff

Language Ability and Interpersonal Communication:

- Requires the ability to perform mid-to upper-level data analysis, including the ability to coordinate, strategize, systematize, and correlate, using discretion in determining time, place, and or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.
- Requires the ability to manage and direct a group of workers, including the ability to provide counseling and mediation.
- Requires the ability to persuade, convince and train others.
- Requires the ability to advise and interpret regarding the application of policies, procedures and standards specific to situations.
- Requires the ability to utilize reference, descriptive, consulting, design, and advisory data and information such as invoice, correspondence, reports, records, ordinances, legal briefs, economic analysis and organizational analysis
- Requires the ability to communicate orally and in writing with the County Commissioners, all County employees, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform operations with fractions and geometry.

Work Environment/Physical Demands Summary:

- The position typically functions in an office environment and uses computer, telephone and other office equipment as needed to perform duties.
- The noise level in the work environment is typical of that of an office.
- The position may encounter frequent interruptions throughout the work day.
- The position is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, stand, reach, bend or lift up to five to ten pounds.

The Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable

accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Date: _____, 2017

Menominee County Administrator 2017

County Board Chairman Signature

Date: _____, 2017

MENOMINEE COUNTY
ADMINISTRATOR'S PERFORMANCE EVALUATION
October 2018 (Jason Carviou)

Rating Scale: 1 = Deficient
 2 = Below normal expectations
 3 = Meets normal expectations
 4 = Excellent

Relationship with Board

- Keeps Board informed of organizational activities, progress & problems.
- Is receptive to Board members ideas and suggestions.
- Makes sound recommendations for Board activity.
- Maintains a friendly courteous attitude toward Board members.
- Follows up on all problems and issues brought to his attention.

*Comments:

Total

Effective Leadership of Staff

- Hires and maintains competent staff members.
- Encourages staff development.
- Deals with staff honestly and fairly.
- Maintains open, concerned, and congenial relations with staff.
- Delegates effectively.
- Involves staff in appropriate decision making
- Appears to communicate well with staff.
- Assesses the performance of employees fairly and reasonably.
- Encourages cooperation among Department Directors.
- Facilitates positive staff morale.

*Comments:

Total

Management Skills and Abilities

- Maintains a smooth running administrative office.
- Prepares all necessary reports and keeps accurate records.
- Speaks and writes acceptably.
- Plans well in advance.
- Is progressive in attitude and action.

*Comments:

_____ **Total**

Personal and Professional Attributes

- _____ Displays good grooming.
- _____ Projects professional demeanor.
- _____ Participates in professional activities such as association activities.

*Comments:

_____ **Total**

Fiscal Management

- _____ Prepares a balanced budget.
- _____ Completes the year with a balanced budget.
- _____ Displays common sense and good judgment in business transactions.
- _____ Adequately supervises physical operations.

*Comments:

_____ **Total**

Community and Public Relations

- _____ Represents the organization in a positive professional manner.
- _____ Actively promotes the organization to the public/media.
- _____ Maintains relationships with Local, State and Federal representatives.

*Comments:

_____ **Total**

_____ **OVERALL SCORE**

Overall Comments:

Date: _____

Commissioner _____

Sample County Administrator Performance Evaluation¹

Name: _____

Date: _____

Reviewed by: _____

Note: Reviewer is to place an "X" in the column under the category that best describes performance in the area of assessment. The bulleted items in each category are for example only and are not to be rated. Reviewers are also strongly encouraged to add written or typed comments for each category.

Professional Knowledge	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Demonstrates thorough knowledge and understanding of finances, policies, procedures, processes, resolutions, state and federal laws and regulations, and county operations. 				
<ul style="list-style-type: none"> Keeps abreast of critical trends, practices, and conditions inside and outside of the organization 				
<ul style="list-style-type: none"> Demonstrates commitment to continuously enhancing professional knowledge and capability (does professional reading and research; attends seminars and conferences; actively participates in professional development opportunities). 				
<p>Comments:</p>				

¹ Adapted from County Administrator Performance Evaluation, Ellis County, KS

Leadership	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> • Sets an effective example of high personal standards and integrity with the drive and energy to achieve established goals 				
<ul style="list-style-type: none"> • Inspires trust and confidence with staff, and county commission 				
<ul style="list-style-type: none"> • Functions as an effective member of a work group, gaining respect and cooperation from others 				

Comments:

Communication	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Practices timely and effective communication with county commission and department heads regarding issues and concerns of the county. 				
<ul style="list-style-type: none"> Listens attentively and effectively 				
<ul style="list-style-type: none"> Speaks and writes logically, clearly, and concisely 				
<ul style="list-style-type: none"> Encourages and uses feedback 				
<ul style="list-style-type: none"> Makes logical and well-organized presentations 				

Comments:

Planning and Innovation	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Establishes and effectively uses appropriate mechanisms to anticipate trends and opportunities 				
<ul style="list-style-type: none"> Develops and implements alternative strategies for dealing with change and planning for the future 				
<ul style="list-style-type: none"> Uses creative and innovative problem-solving strategies for adapting to uncertainties and complexities 				
<ul style="list-style-type: none"> Fosters a climate of innovation and continuous improvement 				
<ul style="list-style-type: none"> Takes appropriate and prudent risks to move the county forward 				
<p>Comments:</p>				

Managing Results and Resources	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Ensures that programs, services, and projects provide results that matter to the county cost effectively and within budget 				
<ul style="list-style-type: none"> Effectively uses both qualitative and quantitative measures to manage performance 				
<ul style="list-style-type: none"> Ensures that prudent financial management is maintained for the continued success of the county 				

Comments:

Problem Solving and Decision Making	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Identifies and evaluates alternative courses of action 				
<ul style="list-style-type: none"> Makes timely and relevant suggestions to solve problems 				
<ul style="list-style-type: none"> Consults with affected parties when making critical decisions 				
<ul style="list-style-type: none"> Makes sound decisions in a timely manner 				
<ul style="list-style-type: none"> Analyzes situations to determine root causes and develops realistic alternative solutions 				
<p>Comments:</p>				

Community and Staff Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Effectively represents the county in public 				
<ul style="list-style-type: none"> Has the respect of peers in local, state, and national government 				
<ul style="list-style-type: none"> Values people and recognizes their contributions 				

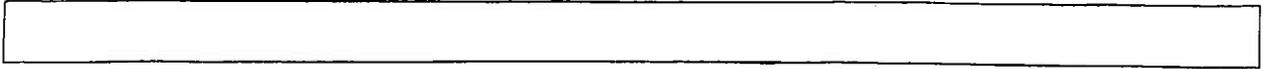
Comments:

Large empty rectangular area for providing comments.

Intergovernmental Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Seeks input from similar operations of other governments in the county to determine if a potential synergy is available to make county services more effective and efficient 				
<ul style="list-style-type: none"> Seeks ways to cooperate, collaborate, or consolidate programs as appropriate 				
<ul style="list-style-type: none"> Seeks information from other governments that may assist the county in providing services without need to redevelop them 				
<p>Comments:</p>				

Board Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Provides the county administrator with sufficient lead time to plan presentation of requests, programs, and policies to the county commission 				
<ul style="list-style-type: none"> Provides information and education on issues as appropriate 				
<ul style="list-style-type: none"> Effectively implements the board's policies, procedures, and philosophy in area of assignment 				

Comments:



MENOMINEE COUNTY

Drug-Free Workplace Policy

Illegal drugs in the work place present a danger to us all. Drugs impair safety and health, promote crime, lower productivity and work quality, and undermine public confidence. Menominee County will not tolerate the illegal use of drugs. The Drug-Free Workplace Act of 1988 requires Menominee County to maintain a drug-free workplace in order to be considered a "responsible source" for the receipt of federal grant funds. As such, Menominee County has adopted the following policy:

Effective immediately all Menominee County premises, including worksites, temporary worksites, and county vehicles are declared to be drug-free work places. This means:

All employees, officials, and independent contractors are absolutely prohibited from manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. Controlled substances are those defined by The Controlled Substances Act (21 U.S.C. Chapter 13). This includes manufacturing, distributing, possessing, or using marijuana in the work place as marijuana remains a controlled substances under Federal law. Any confirmed positive test for marijuana will establish "use" and be considered in violation of this policy.

All employees, officials, and independent contractors are absolutely prohibited from manufacturing, distributing, dispensing, possessing, or using alcohol in the workplace. Any employee under the influence of alcohol in or on any county worksite, temporary worksite, or county vehicle shall be considered in violation of this policy. All employees, officials, and independent contractors may be subject to discipline, up to and including termination.

This policy is not to be construed to prohibit any employees, officials, or independent contractors from using a medication prescribed by a licensed physician, given that the medication is being used in accordance with the physician's instructions.

Elected officials and department heads may have their own drug-free workplace policies due to the job duties and responsibilities of employees within certain departments. These policies may be more restrictive than this policy, but not less restrictive. All employees, officials, and independent contractors are covered by this policy.

Law enforcement, correction officers, employees, officials, and independent contractors that are required to possess, distribute, dispense, or handle any controlled substances as part of their job responsibilities are exempt from this policy while acting in the performance of their duties.

Employees, officials, and independent contractors violating this policy are subject to appropriate personnel/disciplinary action, up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

Employees, officials, and independent contractors have a right to know the dangers of drug abuse in the workplace, the County's policy regarding drug use, and what help is available to combat drug problems. To assist employees in overcoming drug abuse problems, Menominee County will provide drug counselling, rehabilitation, and employee assistance program information.

Drug or alcohol testing may be required with suspicion of violation. Drug testing may be required preceding return to work following rehabilitation. Testing will be at the expense of the agency.

Any employee, official, or independent contractor convicted of violating a criminal drug statute in a County workplace or convicted of an operating while intoxicated/driving under the influence statute in a county vehicle must inform the County of such conviction (including pleas of guilty and nolo contendere) within five days of the conviction occurring. Failure to so inform the County subjects the employee, official, and independent contractor to disciplinary action, up to and including termination for the first offense.

The County reserves the right to offer employees, officials, and independent contractors convicted of violating a criminal drug statute in the work place participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, official, or independent contractor, then the employee, official, or independent contractor must satisfactorily participate in and complete the program as a condition of continued employment.

The County supports the purpose and goals of the Act and by this policy, announces its intention to comply with the Act and make continuing "good faith" efforts to provide a drug-free work place. All employees, officials, or independent contractors are expected to cooperate and give this policy their full support.

ALL EMPLOYEES ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF CONTINUED EMPLOYMENT.

DATE: _____ Signature: _____