

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**SECRETARY**

**JOB DESCRIPTION**

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

There are three classifications in this job.

**Position Code Title - Secretary-E**

**Secretary 7**

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

**Secretary E8**

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

**Position Code Title - Secretary-A**

**Secretary 9**

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

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

**JOB DUTIES**

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

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

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

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

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

# Michigan Civil Service Commission Job Specification

**M Tight**



**Michigan Civil Service Commission Job Specification:**

The Top Books of the Year Michigan Civil Service Commission Job Specification The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have enthralled audiences this year. The Must-Read :

Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph.

Michigan Civil Service Commission Job Specification : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery.

Michigan Civil Service Commission Job Specification : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered.

The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts.

The Secret History is a brilliant and suspenseful novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

<https://media.cfan.org/files/uploaded-files/HomePages/kinetics%20of%20ion%20molecule%20reactions%20nato%20science%20series%20b%20.pdf>

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