

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

CALCULATIONS ASSISTANT

JOB DESCRIPTION

Employees in this job perform and oversee computational activities for the purpose of examining, counting, coding, proofreading and correcting a variety of documents. Employees perform mathematical calculations, compile numerical data, and compose reports and correspondence.

There are four classifications in this job.

Position Code Title – Calculations Assistant-E

Calculations Assistant 5

This is the entry level. The employee performs a range of calculations assistant assignments while learning the methods, processes, and procedures of the work.

Calculations Assistant 6

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

Calculations Assistant E7

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

Position Code Title – Calculations Assistant-A

Calculations Assistant 8

This is the advanced level. The employee functions either as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

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.

CALCULATIONS ASSISTANT

PAGE NO. 2

Proofreads bills, vouchers, tax returns, and applications for mathematical accuracy and completeness; obtains missing information from systems, documents or interested parties .

Calculates taxes, interest, penalties, loan amounts, or other charges by performing standard mathematical calculations and following instructions; makes appropriate adjustments.

Sorts, counts, codes, and batches documents and/or materials such as bills, vouchers, tax returns, applications, supplies, etc. Records batch information and routes to appropriate party.

Assigns appropriate codes to receipts, bills, vouchers, etc., to ensure proper application of revenue and expenses and/or to generate correspondence.

Records and/or tracks numerical information manually and/or electronically according to instructions.

Receives money for licenses, services, products or taxes and/or calculates and prepares deposits.

Files, retrieves, and/or distributes records, reports, or materials.

Types reports, forms, and correspondence incidental to the work.

Uses computer software such as Excel and Microsoft Word and/or systems such as Michigan Administrative Information Network Financial Administration and Control System (MAIN FACS) and the State Treasury Accounts Receivable (STAR) system.

Operates standard office equipment.

Performs related work as assigned.

Additional Job Duties

Calculations Assistant E7, 8

Reviews computer-generated error lists, matches correct forms, evaluates error types, and makes corrections.

Compiles data from a variety of sources to compose routine correspondence and reports.

Responds verbally or in writing to inquiries received from the general public and/or other inter-departmental personnel or state departments regarding program specifics.

Disseminates information regarding departmental services in response to inquiries.

CALCULATIONS ASSISTANT

PAGE NO. 3

Authorizes tax penalty waivers up to a specified dollar amount according to established guidelines.

Resolves work related problems within established guidelines.

Performs related work as assigned.

Calculations Assistant 8 (Senior Worker)

Regularly handles the most complex and difficult assignments in the work area as approved by Civil Service.

Resolves problems and answers questions for other workers.

Calculations Assistant 8 (Lead Worker)

Explains work instructions to others, adapting guidelines to the assignment as necessary.

Provides assistance and training to others in the work unit.

Establishes and revises work methods, forms, formats, and standards to improve operating efficiency.

Coordinates the work of the unit by determining priorities; scheduling, assigning and explaining work; and overseeing the completion of the work.

Assures that the work meets quality and production standards by reviewing the work for accuracy and monitoring output.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of basic mathematics.

Knowledge of classifying and coding data.

Knowledge of computer software such as Excel and Microsoft Word and/or systems such as Michigan Administrative Information Network Financial Administration and Control System (MAIN FACS), and the State Treasury Accounts Receivable (STAR) system.

CALCULATIONS ASSISTANT

PAGE NO. 4

Knowledge of general record keeping and filing systems.

Ability to add, subtract, multiply, and divide mathematical figures.

Ability to compare data from a variety of sources for accuracy and completeness.

Ability to alphabetize, numerically rank, and sort or batch data and/or materials.

Ability to recognize and correct numerical errors.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to communicate effectively.

Ability to compose routine correspondence and reports.

Ability to type.

Ability to operate standard office equipment.

Additional Knowledge, Skills, and Abilities

Calculations Assistant E7 and 8

Knowledge of the application of instructions and guidelines of the work area to specific problems.

Knowledge of computer error codes.

Ability to research, interpret, select, and compile data for accounts, reports, records, and correspondence.

Ability to make a determination whether or not to recommend penalty waivers.

Calculations Assistant 8 (Senior Worker)

Ability to perform the most complex and difficult assignments as approved by Civil Service.

Calculations Assistant 8 (Lead Worker)

Ability to explain instructions and guidelines and train others effectively.

Ability to organize and coordinate the work of the unit.

CALCULATIONS ASSISTANT

PAGE NO. 5

Ability to determine work priorities, assign work, and review work for quality and production standards.

Ability to establish and revise operational standards.

Ability to transfer money to other accounts.

Ability to assist others in solving work problems.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Calculations Assistant 5

No specific type or amount is required.

Calculations Assistant 6

One year of administrative support experience.

Calculations Assistant E7

Two years of administrative support, including one year equivalent to a Calculations Assistant 6, involving examining, counting, and coding, performing basic mathematical calculations and proofreading numerical data.

Calculations Assistant 8

Three years of administrative support experience, including one year equivalent to a Calculations Assistant E7, involving examining, counting, and coding, performing basic mathematical calculations and proofreading numerical data.

Special Requirements, Licenses, and Certifications

Certain positions may require a criminal history background check.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

CALCULATIONS ASSISTANT

PAGE No. 6

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CALCAST

Job Code Description

Calculations Assistant

Position Title

Calculations Assistant-E

Calculations Assistant-E

Calculations Assistant-A

Position Code

CALCASTE

CALCASTE

CALCASTA

Pay Schedule

W41-002

NERE-001

W41-009

ECP Group 1
Revised 10/28/08
LC