



State of Michigan Executive Secretary E10

SALARY	\$24.96 - \$33.44 Hourly	LOCATION	Lansing, MI
JOB TYPE	Permanent Full Time	JOB NUMBER	4702-25-4095-AR
DEPARTMENT	Corrections - Central Office	OPENING DATE	10/06/2025
CLOSING DATE	10/20/2025 11:59 PM Eastern	BARGAINING UNIT	N/A

Job Description

This position is being re-posted. If you previously applied for this position, you do not need to reapply.



The Michigan Department of Corrections is proud to be a Michigan Veteran's Affairs Agency (MVAA) Gold Level Veteran Friendly Employer.

MDOC is proud to employ nearly 1,500 veterans and actively serving military members across the department. The Department has many benefits and services available to support our military and veteran employees, spouses, and families. Learn more about what makes MDOC a Gold-Level Veteran Friendly Employer [here](#).

This position performs as an Executive Secretary and provides executive assistance to the Procurement, Monitoring, and Compliance Division Administrator and provides executive support to the Finance and Budget Division staff. This position is responsible for conducting research, reviewing correspondence to determine appropriate person to respond; prepares, reviews, and maintains correspondence and reports, provides information to other agencies and staff, schedules meetings, take and transcribes meeting minutes, prepares timekeeping for PMCD, Budget, Accounts Payable and Finance staff, creates job postings in NEOGOV, is the MDOC Surplus Coordinator and MI-TRAIN Administrator. The position is also responsible for the onboarding/offboarding of new staff, maintains and orders supplies, along with overseeing the printers and maintenance of printers located on the floor. This position requires a person who is independently motivated and able to be trusted with confidential information. Deadlines and stress levels associated with this position requires a person with composure and skill in human relations

View the job specification [here \(Download PDF reader\)](#).

View the position description [here \(Download PDF reader\)](#).

Required Education and Experience

Education

Educational level typically acquired through completion of high school.

Experience

Five years of office experience involving administrative support practices, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9

Additional Requirements and Information

New hires to the MDOC along with previous MDOC employees that are returning after being away from the department for more than two years will complete Non-Custody New Employee Training (NCNET) either 40 hours or 80 hours of initial in-person training based on their level of offender contact and job classification. All new employees will complete additional online training to successfully complete their non-custody new employee training.

Employment in the state classified service demands a high degree of loyalty and imposes high ethical standards on employees to ensure the integrity of state government and maintain effective services. All employees must meet these ethical standards and all appointing authorities are obligated to enforce these ethical standards.

As part of this effort all employees are required to report any possible conflict of interest, please review the information and be prepared to respond to questions related to the information in your application. [Ethical Standards and Conduct](#) (Note: you do not need to fill out the form)

Certain positions may require a criminal history background check. To review the conditions of State of Michigan Employment, please click [here](#).

The Department of Corrections may screen out job applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

All required documents must be attached and submitted at the time of application for further consideration. ***Applications must be submitted through NEOGOV to be considered.***

Interested applicants who are attaching transcripts must attach a copy of your official college transcripts indicating the specific type of degree earned and the conferred/graduation date. (*Un-official or web-based transcripts will not be accepted.*) More information regarding what constitutes an official transcript can be found [here \(Download PDF reader\)](#). ([Download PDF reader](#)). If you have questions or need assistance uploading and/or attaching your documents, please call the Office of Career Services toll free at 1-800-788-1766.

Accommodations

If you require a reasonable accommodation to participate in the application or selection processes, please contact the [ADA coordinator \(Download PDF reader\)](#) for the agency that posted this position vacancy.

Employer

State of Michigan

Department

Corrections - Central Office

Address

saylork4@michigan.gov
206 E. Michigan Avenue
Lansing, Michigan, 48909

Executive Secretary E10 Supplemental Questionnaire

*QUESTION 1

EXCSEC10-12 - Do you possess at least an educational level typically acquired through the completion of high school?

- ☐ Yes
☐ No

*QUESTION 2

EXCSECE - Do you possess at least five years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc. or to enter/retrieve/update information is an essential part of the work, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9?

- ☐ Yes
☐ No

*QUESTION 3

Do you have experience as an executive support staff? If so, how many years?

*QUESTION 4

List all office software and tools you have used. Detail whether you are a beginner, intermediate or advanced user of each tool

*QUESTION 5

What project is your most significant career accomplishment and why?

***QUESTION 6**

Tell us about a time you set a challenging goal for yourself and how you accomplished it.

***QUESTION 7**

What value do you believe an executive secretary brings to a team?

***QUESTION 8**

***CORR1** - Are you a participant in the Return to Work program? This program is for employees that were displaced from their regular jobs due to work injuries which do not allow them to perform their normal work duties.

- ☐ Yes
☐ No

***QUESTION 9**

***CORR2** - Are you related to or acquainted with anyone who is currently incarcerated in a State prison, tether program, on parole or felony probation status? (NOTE: an affirmative response to this question will NOT automatically result in you being screened out for consideration)

- ☐ Yes
☐ No

***QUESTION 10**

***CORR3** - If yes, indicate name(s), and incarceration/supervision location of prisoner, parolee, or probationer. What is your relationship to the person(s)? If no, enter N/A

***QUESTION 11**

***CORR4** - I understand and agree that the Department of Corrections will complete a thorough investigation of my ENTIRE CRIMINAL HISTORY and may verify all data given in the criminal history check. Any material misrepresentation or deliberate omission of a fact in their application may be justification for refusal of, or if employed, termination from employment.

☐ Yes

☐ No

***QUESTION 12**

***CORR5** - I understand that if selected for an interview, I will be scheduled electronically through NEOGOV. I have provided a valid e-mail and understand it is my responsibility to monitor said e-mail account for interview opportunities. I also acknowledge that correspondence received through NEOGOV may be sent to a junk mail (including state of Michigan junk mail) or spam account and I will monitor those accounts accordingly.

☐ Yes

☐ No

***QUESTION 13**

***CORR6** - Are you an active Michigan Department of Corrections employee? **ACTIVE:** Includes employees on layoff status due to a Reduction in Force whose recall rights have not expired.

☐ Yes

☐ No

***QUESTION 14**

***CORR8** - Have you participated in an internship with the Michigan Department of Corrections?

☐ Yes

☐ No

***QUESTION 15**

***CORR9** I confirm that I have reviewed the required information on the Ethical Standards and Conduct via the link provided on the job posting. Based on that review please select the appropriate answer below.

☐ Neither I nor any member of my immediate family (grandparent, parent, parent-in-law, stepparent, sibling, spouse, child or stepchild), have personal or financial interests in a business or entity which is contracted with the State of Michigan. Indicate N/A in the box below if this applies.

☐ I, or a member of my immediate family (grandparent, parent, parent-in-law, stepparent, sibling, spouse, child or stepchild), have personal or financial interests in a business or entity which is contracted with the State of Michigan as summarized below.

***QUESTION 16**

***CORR10** -If you responded that you or a family member does have a conflict of interest to the question above, please explain in detail below. If you responded neither you nor a family member has a conflict please enter N/A.

***QUESTION 17**

***CORR11** - Have you ever been employed by the State of Michigan?

☐ Yes

☐ No

***QUESTION 18**

***CORR12** - IF you answered yes to the question above please identify which department, former name if used and/or ID number if known. If you answered no, please enter N/A.

*** Required Question**