

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT - PROSECUTOR'S OFFICE

General Summary :

Under the direction of the Administrator/Prosecuting Attorney, assists in coordinating and managing the administrative support functions of the Prosecutor's Office. Compiles and processes financial information and assists in monitoring and maintaining the budget. Processes accounts payable and maintains petty cash accounts. Assists in the personnel functions of the office and serves as a liaison with support staff. Coordinates purchasing for the office and performs related administrative functions.

Essential Functions :

1. Provides administrative support to the Administrator of the Prosecuting Attorney's office. Compiles financial data and projects costs for drafting the budget, monitors expenditures, ensures that the proper line item is charged, and requests transfers when necessary. Alerts Administrator to any budget concerns.
2. Processes all accounts payable, include entry of data to system, ensuring appropriate documentation and authorization, and ensuring bills are paid from proper account.
3. Maintains petty cash accounts, includes processing disbursements and reconciling accounts, which includes reviewing bank records and cross-referencing against internal records. Issues checks, makes bank deposits, and reconciles Diversion Unit accounts.
4. Assists the Administrator with the personnel functions of the office, includes participating in employment interviews for all support staff, approving leave time, and maintaining personnel files for the office. Assists staff with inquiries and issues relating to labor contracts and personnel policies.
5. Serves as liaison between clerical staff and Administrator, includes ensuring that functions such as the front desk and telephones are covered, responding to questions related to procedural or operational issues, and consulting with management when potential violations of office policy or contract occurs.
6. Reviews and processes time cards and enters data to the County payroll system, distributes payroll checks, and handles all payroll matters and questions for the office. Interprets overtime and leave time provisions.
7. Prepares departmental supply requisitions and ensures proper inventory of all forms and supplies. Works with Purchasing Department on developing specifications, and issues purchase orders for equipment, furniture, and other items.
8. Answers inquiries regarding departmental procedures and administrative matters.

9. Coordinates the collection and maintenance of statistical records of the Prosecutor's Office and assists in the preparation of monthly and annual reports. Reviews and sorts inter-departmental mail, and processes or distributes to the appropriate departmental staff.
10. Serves as liaison with maintenance staff and coordinates the repair of office equipment with outside vendors.
11. In the absence of the Administrator, signs time cards, determines line item transfer, and performs other functions as authorized.

Other Functions :

12. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: Equivalent of two years of college level coursework in accounting, data processing, legal secretarial or related areas.

Experience: Two years of progressively responsible experience in a Prosecutor's office or other legal setting providing a familiarity with the accounting/bookkeeping system. Knowledge of computer systems related to the Prosecutor's system required.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to input and retrieve information from computer system.

Ability to generate various documents from computer system.

Ability to operate copying machine, fax machine, and other office equipment.

Prolonged sitting and standing.

Working Conditions:

Works in office conditions.

