

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATOR/PROSECUTING ATTORNEY

General Summary:

As Administrator of the department, reports to the Prosecuting Attorney with respect to the day-to-day operations of the department for administrative support personnel, statistical information and the computer system. Supervises and coordinates above activities utilizing prepared regulations, procedures and practices.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Represents the Prosecutor's interests on the Integrated Justice Information System (IJIS) Committee and serves as the departmental contact for IJIS issues. Also serves on the PIT Crew (sub-committee for IJIS).
2. Supervises support and professional personnel, includes interviewing and making recommendations in the employment process, disciplinary action and terminations; preparing appropriate employment forms; and scheduling (including the processing of leave of absence requests).
3. Responds to ADA and FMLA issues and requests.
4. Processes MIS work orders and serves as MIS liaison.
5. Attends Department Head / Managers' meetings and County-wide committees as assigned. Serves as liaison for the Prosecutor's Department to other County departments and outside agencies as assigned. Drafts resolutions for appropriate Board of Commissioner Committees.
6. Receives and responds to grievances of administrative support personnel at the Step 1 level. Attends hearings as required. May involve meeting with legal counsel and corporation counsel.
7. Receives, reviews and responds to reclassification requests from support personnel. Attends hearings as required.
8. Acts on job-related accidents and injuries. Processes Workers' Compensation forms and directs employees appropriately.
9. Approves payroll, accounts payable, bond forfeiture account, personnel forms, petty cash accounts, etc., processed by the Administrative Assistant. Serves as back-up for payroll processing.
10. Updates and maintains the policy manual for the Prosecutor's Department. Responsible for enforcement of same.
11. Coordinates the preparation of and compiles division reports into a consistent format for the annual report.

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12. Recommends and implements changes to general policies and procedures for support and professional personnel.
13. Responsible for selection, purchasing and maintenance of office equipment.
14. Coordinates Freedom of Information Request processing with Corporation Counsel as necessary.
15. Prepares and compiles budget for Cooperative Reimbursement grant for Family Support Division. Monitors and approves expenditures of both general fund and grant fund.
16. Responsible for coordinating communications with District and Circuit courts.
17. Responsible for preparation, reviewing and directly working with/on the annual budget.
18. Performs related duties as required by the Prosecutor.

Other Functions:

19. None listed.

Employment Qualifications:

Education: Bachelor's Degree in Public or Business Administration or related field of study or equivalent experience.

Experience: Five years of progressively responsible experience in a Prosecutor's office, law office, or other legal setting providing familiarity with the judicial system and office management. Knowledge of computer systems related to 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):

With or without accommodations, this employee must be capable of verbally interacting with elected officials, local assessing officials, office staff and the general public. Operates a standard voice telephone system. Stands, sits, and bends as regular daily duties of the job. Pushes, pulls, lifts and carries weights up to 15 lbs. as daily duties of the job. Must be capable of reading and

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operating computer equipment, keyboards, calculators, fax, copy machines and other general office equipment. This employee will be required to have the ability to visually read, review, scan and analyze budget data. Will spend the majority of the day sitting, however, periods of walking and standing will occur. Work also requires this person to be able to travel between different locations and departments.

Working Conditions:

Works in office conditions.



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