

**INGHAM COUNTY
JOB DESCRIPTION**

CIRCUIT COURT COORDINATOR - PROSECUTOR'S OFFICE

General Summary:

Under the supervision of the Administrator/Prosecuting Attorney, provides assistance in coordinating the activities of cases assigned to the Circuit Court Criminal Division. Prepares files, enters information to the computer system, maintains index of cases, prepares legal documents, and performs related tasks. Responds to inquiries related to the processing of Circuit Court cases.

Essential Functions:

1. Prepares files that have been bound over from District Court to Circuit Court for arraignment date, includes reviewing computer listing daily and gathering files, reviewing and arranging paperwork, entering docket number, reviewing and revising felony information sheets as necessary, obtaining signatures, making copies, and running and distributing arraignment schedule to appropriate parties. Maintains and updates Circuit Court progress chart.
2. Maintaining card index of cases in division, includes updating information on the defendant, docket number, examination date, and defense attorney.
3. Obtains information on plea and date from Assistant Prosecutor and enters to the justice computer system.
4. Prepares and/or types legal paperwork and forms, such as seven-day orders, dismissals, and related documents for Circuit Court attorneys. Types correspondence as needed.
5. Receives telephone calls and responds to inquiries regarding case information, scheduling information, and related matters or refers to appropriate staff member.
6. Receives and distributes mail to Circuit Court, includes recording paperwork received, opening new files as necessary and distributing to appropriate attorney.
7. Processes restoration of driver's license appeal paperwork, responsible for the timely return of information to the Secretary of State - Driver's License Appeal Division
8. Processes defendant's transportation for evaluation of competency hearings, includes preparing paperwork and distributing to appropriate persons in order for transportation to be met on specified date. Sends necessary paperwork to doctor making evaluation.
9. Prepares paperwork for defendants or witnesses to be brought from other correctional facilities, includes obtaining Judge's signature and certification seal from the court and

ensuring that the County Sheriff receives the document for proper transportation of the individual(s).

10. Performs a variety of other support functions such as copying materials, faxing documents, responding to inquiries, and related tasks.

Other Functions:

11. 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: High school graduation, prefer some advanced college-level coursework in paralegal studies or related field.

Experience: Two years experience in a Prosecutor's office or other legal setting providing familiarity with the judicial 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 enter and retrieve information from a computer.
- Ability to access the filing system.
- Ability to generate various documents from a computer system.

Working Conditions:

Works in office conditions.