

**INGHAM COUNTY
JOB DESCRIPTION**

CLERK - PROSECUTOR'S OFFICE

General Summary:

Under the supervision of the Administrator/Prosecuting Attorney, performs varied clerical support functions for the legal staff of the office of the Prosecuting Attorney. Responsible for preparing and issuing subpoenas, assisting in maintaining case files, setting up and maintaining case files, updating information in computer database, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support. May serve as receptionist for the office.

Essential Functions :

1. Responsible for generating all subpoenas for the office, includes entering appropriate designation to all witnesses in computer system and entering appropriate commands to generate the subpoenas.
2. May serve as receptionist and responds to telephone callers and visitors and answers inquiries of attorneys, parties, victims, witnesses, and others regarding departmental procedures, dispositions and case information and other matters. Admits law enforcement officers, notifies Assistant Prosecutor on duty, and logs status of screened warrants, including identification information, charge information, and other data.
3. Sets up file jackets on new cases. Files documents to case files and places files in proper location. Conducts file searches. Logs felony police reports in and out of office, and files police reports.
4. Closes files following receipt of disposition of the case, reviews progress chart and ensures attorneys notations on case are complete, and enters disposition to computer.
5. Enters data and prepares and distributes notices to produce witnesses, writs of habeas corpus, and other motions and documents as requested by Assistant Prosecutors. Prepares writs for arraignment of defendants in other counties and obtains signature of Judge.
6. Enters information to database on the status of cases and enters updates and corrections. Enters information if warrant is denied and send request back to agency.
7. Copies police reports for defense attorneys and copies documents for parole officers.
8. Performs computer look-ups on the status of warrants and cases for police officers, attorneys, and others.

9. Prepares all Nolle Prosequi on cases that have been dismissed or counts that have been dropped. Ensures that time requirements are met.
10. Processes requests for copies under the Freedom of Information Act, collects copy fees, and issues receipts.
11. Processes outgoing mail for the department, includes operating a postage meter to apply postage.
12. May process car forfeitures on OUIL cases, includes running a LEIN search, and preparing and sending out Notices of Intent to Forfeit to all parties.
13. Performs a variety of clerical support tasks such as typing forms, copying, faxing, and filing.

Other Functions :

14. 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 or equivalent. Prefer advanced coursework in word processing and legal secretarial areas.

Experience: One year of clerical support experience in a legal setting providing a knowledge of legal terminology and court procedures. Requires experience with computer systems similar to that used in the office.

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 access filing systems.

Ability to enter and retrieve information from computer system.

Ability to generate various documents from computer system.

Ability to operate copying machine for extended periods.

Working Conditions:

Works in office setting.

