

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT COORDINATOR - PROSECUTOR'S OFFICE

General Summary:

Under the supervision of the Administrator/Prosecuting Attorney, is responsible processing files to be heard in the District Courts within the County. Enters information to the system necessary for the generation of subpoenas, prepares felony subpoenas, pulls files for court, enters information to system to update witness lists and other areas, and communicates with the District Courts regarding the scheduling of cases.

Essential Functions:

1. Processes all felony files for preliminary exams in the District Court within the County. Ensures witnesses are correctly designated in the system and distributes court schedule to Clerk for generation of subpoenas. Enters subpoena information to system such as Judge, date, and other necessary information. Prepares, types and distributes felony subpoenas and control reports and contacts police agencies for service of subpoenas.
2. Pulls and prepares files for court and enters case schedule to the computer.
3. Makes revisions or additions to case information on the computer such as adding witnesses for preliminary examination.
4. Prepares weekly schedule of court cases from all District Courts for the Chief Assistant so that Assistant Prosecuting Attorneys can be assigned to each Judge.
5. Communicates with District Courts on schedules and schedule changes and cases set for preliminary examination.
6. Prepares forensic cases for competency hearings, includes preparing writs for transport of defendants to court hearings, preparing order for Judge's signature, copying police reports and other documents, and mailing documentation to forensic center.
7. Serves as back-up on the reception desk and/or for other support positions in the Prosecutor's Office.

Other Functions:

8. 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.

