

**INGHAM COUNTY
JOB DESCRIPTION**

DIVERSION CLERK - PROSECUTOR'S OFFICE

General Summary:

Under the supervision of the Diversion Director, performs varied clerical support and bookkeeping functions for the Diversion Program. Responsible for maintaining Diversion Service Fee and Restitution Accounts, processing new referrals, compiling reports, maintaining the client file directory, and providing general clerical support. Responds to inquires regarding the diversion program a generates a variety of correspondence and reports.

Essential Functions :

1. Responds to telephone callers and visitors and answers inquiries of attorneys, police officers, defendants, victims, witnesses, and others regarding diversion, restitution and related procedures and issues, requests for copies, and other matters. Takes detailed messages for caseworkers. Keeps logs of visitors, appointments, and clients. Maintains restitution accounts, includes entering recipient, police report number, and other identifying information, posts payments, balancing accounts, and maintains accounting records.
2. Manages accounting of cash application fee from clients, maintains security of funds, balances accounts, prepares summary of accounting of funds, and submits to Administrative Assistant.
3. Types correspondence such as program acceptances, rejections, revocations, dismissals, declinations and satisfactory completions. Types correspondence with community service agencies and their representatives. Drafts standardized correspondence regarding restitution and related issues.
4. Generates confidential reports, including investigations, revocation and termination reports, and other reports as directed by a caseworker.
5. Processes new referrals, including managing each client's cash fee and preparing correspondence to community agencies, victims, and defendants. Sets-up case files.
6. Compiles and distributes monthly report of accountability to caseworkers regarding each Diversion candidate completing community service hours.
7. Maintains and updates client file directory. Compiles annual statistics regarding the type and number of charges that are referred to the Diversion Unit on an annual basis. Prepares and maintains data cards.
8. Assists in coordinating the schedule and calendar of each caseworker.
9. Prepares departmental supply requisitions and ensures proper inventory of office supplies.
10. Sorts and distributes incoming mail and processes outgoing mail.
11. Performs a variety of clerical support tasks such as typing forms, copying, faxing, and filing.

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: High school graduation or equivalent, prefer some advanced coursework in bookkeeping or accounting.

Experience: One year of secretarial 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 and some bookkeeping experience.

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.
- Exposure to individuals charged and/or convicted of a variety of criminal offenses.