

**INGHAM COUNTY
JOB DESCRIPTION**

INFORMATION CLERK - PROSECUTOR'S OFFICE

General Summary:

Under the supervision of the Administrator/Prosecuting Attorney, operates a multi-line telephone switchboard for the Office of the Prosecuting Attorney, includes receiving and transferring telephone calls, providing information, and taking messages. Operates a computer terminal to look-up cases and to generate and record dates for warning letters. Performs clerical support functions for the Prosecutor's Office including preparing and labeling files for filing, preparing and labeling police reports for defense attorneys, and ordering filing supplies.

Essential Functions :

1. Operates the switchboard, receiving incoming telephone calls and transferring them to the appropriate person or office, taking messages, or providing information to callers on departmental procedures, schedules, case information and other matters.
2. Responds to routine inquiries as able regarding general office policies and procedures, staff availability, scheduling information, office hours, and related matters. Performs computer look-ups to obtain necessary information to answer inquiries.
3. Opens mail, date stamps, reviews documents and routes to appropriate office.
4. Utilizing the software system, prepares files for file room, includes preparing labels by entering case number to the computer and generating label, and reviewing file contents to ensure that documents and labels have same name. Alphabetizes police reports for disbursement.
5. Prepares labels for police reports that are provided to defense attorneys.
6. Generates warning letters for cases that do not meet warrant criteria utilizing Court View and word processing software.
7. Logs in felony police reports in the master log. Must record date of offense, charge issued and defendant's name.
8. Orders and maintains filing supplies as necessary.
9. Maintains a daily attendance record of staff.
10. Performs other tasks such as data entry, typing of forms and other documents, mailings, and related support tasks as required.

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 or equivalent.

Experience: Six months to one year of experience including use of a telephone system, preferably in a legal office or in a court or criminal justice system utilizing legal terminology.

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 operate a multi-line switchboard console.
- Ability to access files.
- Ability to enter and retrieve information from a computer.
- Prolonged sitting.

Working Conditions:

Works in office conditions.