

**INGHAM COUNTY
JOB DESCRIPTION**

SECRETARY - PROSECUTOR'S OFFICE

General Summary

Under the supervision of the Administrator/Prosecuting Attorney, performs varied secretarial and support functions for the legal staff of the office of the Prosecuting Attorney. Responsible for performing secretarial functions related to neglect/abuse, juvenile delinquency, and mentally ill cases, including typing and filing orders, motions, subpoena requests, notices, affidavits, contacting clients to obtain necessary background information, and responding to inquiries related to juvenile, probate, and related issues. Maintains the files and records for the division. Provides information to assistant prosecutors, caseworkers, courts, other counties, police agencies, witnesses, and the public.

Essential Functions

1. Enters information and generates a variety of legal documents, including orders, motions, subpoena requests, notices, affidavits, direct and traditional waivers, designation hearings, memorandum of law, and other legal forms and documents. May require gathering and compiling information to prepare such documents. Proofreads documents for spelling, punctuation, grammar and format.
2. Maintains neglect/abuse, delinquency, and mental hearing case files, includes typing labels and assembling necessary paperwork to create each file. Creates a progress sheet for each case, and updates as necessary.
3. Generates file cards for neglect/abuse and delinquency cases, includes name, date of birth, docket number, parents' names, petitioner's name, caseworker's name, attorneys on the case, and brief description of case. Records hearing dates, types notes from court, and tracks cases.
4. Performs data entry to generate criminal tracking number, assembles paperwork, petitions, and police reports. Types motion for waiver or designation hearing and completes the fingerprint cards for reportable Juvenile Offenses, as required.
5. Pulls, prepares, and assembles files for each attorney in the division for each week's docket, includes assembling paperwork received from the court as well as appearances. Delivers docket files to assigned attorney.
6. Responds to telephone callers and visitors and answers inquiries from other counties, police officers, witnesses, victims, attorneys, and others regarding status or disposition of cases. Extracts needed information from system or file cards.
7. Coordinates hearing schedules daily with Family Court Scheduler and Mental Hearing Court Scheduler.

8. Receives and distributes divisional mail. Reviews mail and checks reception desk for any new reports that may be needed for hearings.
9. Types witness requests and sends to court. Mails copies to defense attorneys.
10. Checks intake basket for new juvenile delinquency petitions. Reviews paperwork for warrant request, witness list, original signed petition, and police report. Performs data entry to generate criminal tracking number and records on original petition. Logs out and distributes paperwork to the daily intake attorney and sorts paperwork to be sent to court.
11. Sends copy of warrant request and witness list to requesting agency.
12. Logs necessary information from result of petition in log book.
13. Creates and maintains files for each petition.
14. Performs a variety of other support functions such as copying materials, faxing documents, tracking down information, and related tasks.

Other Functions

15. 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 and college-level coursework in paralegal areas.

Experience: Two years of secretarial experience in a legal setting providing a knowledge of juvenile, probate and related matters.

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.

Ability to move and pack large storage boxes.

Working Conditions:

Works in office setting.

