

**INGHAM COUNTY  
JOB DESCRIPTION**

**EXECUTIVE SECRETARY - PROSECUTOR'S OFFICE**

**General Summary:**

Under the supervision of the Prosecuting Attorney and the Chief Assistant Prosecuting Attorney, provides secretarial support such as typing correspondence, reports, and other legal documents, and maintaining files and records. Maintains the calendar and schedules appointments for the Prosecuting Attorney and Chief Assistant Prosecuting Attorney. Receives and responds to incoming calls, and refers to proper departments or agencies as necessary. Serves as liaison between the Prosecuting Attorney and citizens, attorneys, police agencies, elected officials, local and federal government agencies, judges, and the media.

**Essential Functions:**

1. Maintains Prosecutor's calendar for appointments, meetings, and conferences. Receives inquires requesting the Prosecutor or Chief Assistant Prosecutor to give a presentation before a civic organization or school group, and arranges same.
2. Receives and screens telephone calls for the Prosecutor, determines whether or not to transfer the call to a staff attorney or other staff, and refers other calls to various agencies, requiring familiarity with the criminal justice system.
3. Serves as liaison between the Prosecuting Attorney and citizens, attorneys, police agencies, elected officials, local and federal governmental agencies, judges, and the media.
4. Takes and transcribes dictation, including correspondence, reports, and legal documents. Handles matters of a highly sensitive nature from other Assistants. Drafts correspondence and forms requiring standard responses.
5. Serves as a LEIN operator for the Prosecutor's Office. Prepares search warrants, arrest warrants, and investigative subpoenas under special circumstances.
6. In the absence of the Administrator/Prosecuting Attorney, realigns clerical/secretarial assignments among staff, assigns staff to substitute for others in case of absence, and ensures all critical areas have coverage.
7. Receives, opens and date-stamps incoming mail, distributes to proper personnel. May assign matters to Outreach Coordinator.
8. Prepares and distributes press releases, arranges press conferences, ensures adequate copies are available, and maintains office press files.

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9. Follows-up on matters assigned to staff attorneys and other staff.
10. Prepares bond forfeitures and provides information to the public on the process of bond forfeitures.
11. Prepares Prosecutor's appearances for divorce cases.
12. Performs various secretarial support functions, including typing, maintaining files, copying, and other related duties as assigned.

**Other Functions:**

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

**Employment Qualifications:**

**Education:** High school graduation with advanced college-level coursework in secretarial, business, data processing, and related areas.

**Experience:** Four years of secretarial or related administrative experience in a prosecutor's office, law office, court, or related setting.

**Other requirements:** None listed.

*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 views 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 department files.

Ability to enter and retrieve information from computer.

**Working Conditions:** Works in office conditions