

# MONTCALM COUNTY

## PROSECUTING ATTORNEY'S OFFICE OFFICE ASSISTANT

**Full-Time**

**\$14.40 - \$17.39 per hour**

### General Summary

Under the supervision of the Prosecuting Attorney, performs varied secretarial and support functions for the legal staff. Activities include preparing and processing legal documents, preparing and issuing subpoenas, opening and maintaining case files and providing general clerical support such as answering the telephone and opening and routing mail. May be enforcement and paternity cases including typing and filing complaints and interviewing clients to obtain necessary background information.

### Essential Functions

1. Prepares and types various motions, orders, warrants, subpoenas, and other legal forms and documents. Types briefs and correspondence for the prosecuting attorneys. Proofreads documents for spelling, punctuation, grammar and format.
2. Answers inquiries of attorneys, parties, victims, witnesses, and others regarding departmental procedures, schedules, case information and other matters.
3. Opens criminal, juvenile and civil files and files all documentation. Files documents with the court and continually updates files and logs until cases are closed.
4. Schedules court dates for criminal prosecutions according to established policies and procedures and coordinates the calendar of staff.
5. Tracks the schedule of upcoming court hearings, prepares updates and ensures that appropriate personnel are notified. Prepares orders for payment of witness fees as applicable.
6. Prepares files, logs information for reporting purposes, and orders certified driving records and certificate of convictions as appropriate. Maintains records on the service of witnesses and ensures that laboratory reports are sent to defendants or attorneys.
7. Prepares and types juvenile and other petitions for the Probate Court. Types motions, orders, subpoenas, notices and other legal documents.

8. May be responsible for coordinating the processing of all child support related cases. Includes setting up files of incoming referrals, typing complaint forms, summons, letters and URESA petitions, ensuring service of process, obtaining parent locator system information, and providing other assistance to the attorney handling child support cases. Coordinates blood testing, includes scheduling tests, preparing stipulations and orders, preparing defaults, arranging depositions and maintaining records.
9. Interviews clients to obtain necessary information related to child support and paternity case files and complaints. Determines the level of support payments according to established schedules of income and related domestic factors.
10. Provides general assistance with child support cases, including typing pleadings, tracking cases, responding to inquiries regarding the cases, and coordinating the processing of cases with the Department of Social Services and the Office of the Friend to the Court.
11. Maintains time records of staff involved in child support work in order to receive reimbursement and prepares vouchers for related expenses. Prepares billings to the State for services provided under the cooperative reimbursement program.
12. May serve as data processing liaison for the office, including performing system updates, informing/training other staff on system features, and working with the Prosecuting Attorneys Association to resolve system inquiries and problems.
13. Performs support tasks related to the civil matters handled by the office, includes typing and filing complaints, summons and orders to show cause. Arranges service and maintains case files.
14. Performs a variety of support tasks such as typing legal forms, filing updates to law books, copying, faxing, and filing.

### **Other Functions**

15. Researches closed files in storage areas.
16. Retrieves files from the County Clerk's file area.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** High school graduation or equivalent. Prefer advanced coursework in word processing and legal secretarial areas.

**Experience:** Prefer some prior typist/secretarial experience in a legal setting providing knowledge of legal terminology and court procedures. Requires some knowledge or experience with computer systems.

**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 systems.

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.

Applications are available (online at [www.montcalm.us](http://www.montcalm.us) or outside the Controller's Office) and due in the County Controller's Office, 211 W. Main Street, PO Box 368, Stanton, MI 48888, by noon on Friday, April 19, 2019. EOE