

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **MISDEMEANOR INTAKE CLERK/OFFICE SUPPORT.**

DUTIES: See attached job description

QUALIFICATIONS: Must have an Associate's degree from an accredited institution; a Bachelor's degree is preferred. The applicant will possess professional experience working in an office, engaging with the public, working with attorneys or law enforcement agencies, and demonstrate a working knowledge of the criminal justice system.

HOURS: Thirty Five (35) per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$15.74 hour (Grade 11)

Applications for the position of **MISDEMEANOR INTAKE CLERK/OFFICE SUPPORT** will be accepted through APRIL 26, 2019 by 3:30 p.m. at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

POSITION DESCRIPTION

OFFICE OF THE PROSECUTING ATTORNEY

POSITION TITLE: Misdemeanor Intake Clerk/Office Support

SALARY: Grade 11

HOURS: 35 hours per week.

PHYSICAL: Must be able to pass physical.

GENERAL SUMMARY:

Job duties include typing, filing, ordering office supplies, and screening telephone calls from the general public and defense attorneys for the Prosecuting Attorneys. Works under direct supervision of the Chief Prosecuting Attorney.

- Responsible for the entry of misdemeanor warrant requests from law enforcement agencies
- Data entry of misdemeanor arraignments, pretrial conferences, and sentencing information
- Prepare documents for District Court arraignments
- Prepare legal documents and motions
- Provide status updates to law enforcement agencies
- Prepare legal discovery documents for Defense Attorneys
- Process and prepare formal hearings
- Keep inventory of office supplies, prepare purchase orders and vouchers for payment
- Manage office budget

QUALIFICATIONS:

A qualified applicant will possess an Associate's degree from an accredited institution; a Bachelor's degree is preferred. The applicant will possess professional experience working in an office, engaging with the public, working with attorneys or law enforcement agencies, and demonstrate a working knowledge of the criminal justice system.

Personnel approved 8-17-18

Board approved 8-22-18