

JOB OPENING

PROSECUTING ATTORNEY'S OFFICE OFFICE ASSISTANT

Part Time

\$14.69 - \$17.74 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.

Employment Qualifications

Education: High School diploma or GED. Prefer advanced coursework in work 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 conditions.

Exposure to individuals charged and/or convicted of a variety of criminal offenses.

Applications are available (on line at www.montcalm.us or outside the Controller's Office) and are due in the County Controller's Office, 211 W. Main Street, Stanton, MI 48888. Applications will be accepted until the position is filled. EOE