

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **FELONY/PROBATE INTAKE CLERK.**

DUTIES: See attached job description

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.

HOURS: Thirty Five Hours (35) per week.

PHYSICAL: Must be able to pass physical.

SALARY: \$16.61 hour (Grade 11)

Applications for the position of **FELONY/PROBATE INTAKE CLERK** will be accepted through November 29, 2022 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: Felony/Probate Intake Clerk

SALARY: Grade 11

HOURS: 35 hours per week.

PHYSICAL: Must be able to pass physical.

GENERAL SUMMARY:

Job duties include typing, filing, and screening telephone calls from the general public and defense attorneys for the Prosecuting Attorneys. Works under direct supervision of the Chief Prosecuting Attorney and Circuit Court/Evidence Clerk.

- Responsible for the entry of misdemeanor and felony warrant requests, as well as juvenile petition requests, from law enforcement agencies
- Process warrants after entry of police report
- Prepare legal discovery documents for Defense Attorneys
- Work closely with District Court staff for scheduling of all preliminary examinations
- Prepare digital files following authorization for all cases, including organization of the documents
- Subpoena witnesses and secure certified copies of past convictions
- Assist in all felony level District Court cases as requested by Prosecuting Attorney
- Assist in all Probate cases, including but not limited to scheduling, running subpoenas, and processing paperwork
- Post, gather, and open mail and route correspondence to Prosecuting Attorney/office staff

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 5-5-22, Finance approved 5-16-22, Board Approved 5-17-22