

**INGHAM COUNTY  
JOB DESCRIPTION**

**ASSISTANT to the CHIEF ASSISTANT  
PROSECUTING ATTORNEY**

**General Summary:**

Under the direction of the Chief Assistant Prosecuting Attorney/Prosecuting Attorney, assists in coordinating and managing the administrative support functions of the Prosecutor's Office. Compiles and processes financial information and assists in monitoring and maintaining the budget. Processes accounts payable and maintains petty cash accounts. Assists in the personnel functions of the office and serves as a liaison with support staff. Coordinates purchasing for the office and performs secretarial and administrative functions.

**Essential Functions:**

1. Provides Prosecutor and Chief Assistant secretarial and administrative support. Compiles financial data and projects costs for drafting the budget, monitors expenditures, ensures that the proper line item is charged, requests transfers when necessary. Assist Chief Assistant with preparation, reviewing and directly working with/on the annual budget. Alerts Chief Assistant or Deputy Chief Assistant to any budget concerns.
2. Prepares all accounts payable, include entry of data to system, ensuring appropriate documentation and authorization and ensuring bills are paid from the proper account.
3. Maintains petty cash accounts, including processing disbursements and reconciling accounts which include reviewing bank records and cross- referencing against internal records. Issues checks, makes bank deposits and reconciles Diversion unit accounts.
3. Maintains personnel files and policy manual for the office. Assists staff with inquiries and issues relating to labor contracts and personnel policies.
4. Reviews and processes time cards and enters data to the County Payroll system, distributes payroll checks, and handles all payroll matters and questions for the office. Interprets overtime and leave time provisions. Also, handles day to day coverage when support staff calls out sick or on vacation.
5. Serves as liaison between clerical staff and Chief Assistant including ensuring that functions such as the front desk and telephones are covered, responding to questions related to procedural or operational issues, and informs management when potential violations of office policy or contract occurs.
6. Prepares departmental supply requisitions and ensures proper inventory of all forms and supplies. Works with Purchasing Department on developing specifications and issues purchase orders for equipment, furniture and other items.

7. Serves as liaison with MIS Department for work orders and requests to HELPDESK.
8. Deposit monies into county's transmittal account for drug forfeiture bonds, ACCS payments, OWI revenue, JAIBG grant, GREAT grant.
9. Maintain forfeiture petty cash checkbook, write checks for filing fees, balance account in checkbook ledger and Quicken. Make deposits at National City when reimbursement checks are received for the forfeiture checking account.
10. Assist prosecutors with copying discovery CD/DVD as needed. Assist assistant prosecutors making color photos for discovery/trial.
11. Serves as liaison with maintenance staff and coordinates the repair of office equipment with outside vendors. Trouble shoot and fix problems with office machinery, copier, printer, subpoena folder, scanner, PCs.
12. Receives and forwards ADA and FMLA requests and necessary paperwork. Acts on job related accidents and fills out paperwork.
14. Reviews and sorts inter-departmental mail and processes or distributes to the appropriate departmental staff.
15. In the absence of the Chief Deputy, signs time cards, determines line item transfers and performs other functions as authorized.

**Other Functions:**

Performs other work duties as assigned.

*(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified)*

**Employment Qualifications:**

**Education:** Equivalent of two years of college level coursework in accounting, data processing, legal secretarial or related area.

**Experience:** Two years of progressively responsible experience in a Prosecutor's office or in other legal setting providing a familiarity with the accounting/bookkeeping system. Knowledge of computer system related to the Prosecutor's system required.

**Other Requirements:**

None

*(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:**

Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.

Ability to lift, hold and carry objects weighing up to 25 pounds.

Ability to communicate and respond to inquiries both in person and over the phone.

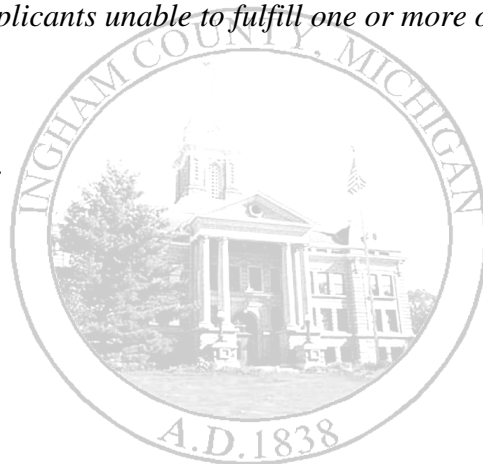
Ability to operate a PC/laptop and other office equipment.

Ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)*

**Working Conditions:**

Works in an office environment.



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UAW