

Branch County Prosecutor's Office 31 Division Street, Coldwater, MI 49036

(3A District / 15th Circuit)

Misdemeanor Clerk Position (GELC Level 6)

Wages: \$12.77 per hour, full time, with benefits

Posting December 21, 2018– until filled.

Job duties: Employee may be called upon to do any or all of the following:

Preparation of all District Court and citation files including: preparation of complaint/warrants, file set up, receipt and appropriate dissemination of police reports, letters to police agencies, subpoenas, dismissals, notices of hearings, writs, forensic forms, etc.

Process all attorney appearance and discovery demands.

Follow up on all subpoenas prior to court date – verify service, check docket for changes in scheduling, special attention to medical/expert/law enforcement subpoenas, call off witnesses as necessary.

Communicate with prosecutors regarding issues with witnesses or court scheduling.

Answer calls, take messages, and /or schedule appointments for prosecutors as needed.

Filing and general office duties.

Follow up with prosecutors to complete docket dispositions.

Close court files including data entry and closing process in ACT, notify law enforcement agency of case disposition.

Cross train with Felony Clerk to cover for vacations/time off.

Job Qualifications:

Must have High school diploma or equivalent.

Two years legal experience/criminal justice experience.

Must be computer proficient, specifically with Word, and able to learn court docketing software (JIS), Adult and Juvenile Case Tracking software, and warrant software.

Ability to interact well with the public, by phone and in person, is necessary.

Send Resume, cover letter, and references to vwhite@countyofbranch.com or apply at countyofbranch.com