

# COUNTY OF ANTRIM

## DESCRIPTION OF ESSENTIAL DUTIES

### Prosecutor and Child Support Assistant

#### General Purpose

Under the supervision of the Prosecuting Attorney, this position is responsible for a variety of routing and complex clerical tasks, including but not limited to, data entry of incoming police reports and supporting documents, court notices, pleadings, and general correspondence related to criminal matters. Coordinate services with multiple public and private agencies. Prepare monthly status reports, update and maintain information within the Michigan Child Support Enforcement System (MiCSES), file management, meet deadlines, and work independently.

#### Essential Duties and Responsibilities

*The following duties and responsibilities are not all inclusive, and may vary from time to time.*

1. Responsible for receiving and processing all referrals from the Department of Human Services to determine paternity and child support for children living in Antrim County. The referrals are reviewed with a prosecuting attorney and a file is opened in the MiCSES database.
2. Prepares all correspondence related to child support and paternity files, must update all of the system data and contact the Plaintiff to set an appointment to meet with a prosecuting attorney. Prepares all pleadings for review by a prosecuting attorney and files the pleadings with Circuit Court.
3. Contacts Defendants to set a date and time to meet with a prosecuting attorney. Prepares yearly financial report and coordinates with County auditor. Conducts all year-end balancing and prepares adjusting entries for audit. Serves as a resource and liaison with the County auditor, and coordinates the implementation of systems to correct problems identified by the auditors.
4. In paternity cases, trained to collect buccal swabs. Samples are collected from the Plaintiff and child at Prosecutor's Office. Sample collected from Defendant at a separate time. All samples are immediately sent to the lab for analysis. After the results are received, the matter is set for a hearing, or a consent order is prepared for execution.
5. Prepares all notices of hearing, pleadings, and judgments required by the Court.
6. Maintains and updates all files on a weekly basis.

7. Keeps in close contact with the Department of Human Services and the Friend of the Court on each matter. Meeting or conference call with the Department of Human Services as necessary on a weekly basis.
8. Acts as receptionist for Prosecuting Attorney Office to greet visitors, answer questions, and direct individuals to appropriate office staff or court proceeding.
9. Answers phone, takes messages, and responds to general inquiries from the public, law enforcement, and county personnel.
10. Scans all incoming police reports, supplemental documents (lab reports, victim/witness statements, criminal history, etc.), pleadings, and correspondence, into Laser fiche.
11. Enters warrant requests into Adult Case Tracking (ACT).
12. Picks up and delivers office mail to the Post Office on a daily basis.
13. Others duties as needed.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High School or GED equivalent. (Associate or Bachelor's Degree Preferred).

### **Experience, Knowledge, Skills, and Abilities:**

- A minimum of two (2) years' experience in office setting.
- Must be detail oriented and accurate.
- Must be respectful of the public.
- Excellent written and verbal communication skills.
- Ability to work in stressful situations with frequent interruptions and deadlines.
- Ability to keep sensitive, confidential information, strictly confidential is a mandatory job requirement.
- Skill in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position.
- Ability to effectively meet, coordinate, and deal with multiple agencies and individuals.
- Ability to maintain regular, daily attendance.

## **Special Requirements**

Valid Michigan driver's license or ability to obtain one. Must pass pre-employment physical, drug screen, and background check.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to work under stressful conditions.
- The ability to access departmental files.
- The ability to enter and retrieve information from a computer.

Work is performed mostly in office settings. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit for long periods of time. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the vision required to drive a vehicle from location to location. The employee must be equipped to move to another area of the office or to walk to departments within the Antrim County Complex, or Post Office in Bellaire when necessary. The employee must have function of the upper limbs and dexterity of the fingers for use of office machines, computers/keyboards, and reaching.

## **Tools and Equipment Used**

Personal computer, including word processing, spreadsheet, and database software; motor vehicle; calculator; telephone; copy machine; postage machine; fax machine, scanner, and reference books.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office setting is typical of a busy office, ranging from quiet to moderately noisy. The employee may encounter moderate to loud noise when traveling to various locations to represent the interests of the County. Threats of violence and verbal abuse from the public are unusual, but do occur.

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.

## **Selection Guidelines**

Formal application, rating of education and experience, oral interview, reference check, job related tests, criminal history check, driving record check, pre-employment physical, and drug screen are required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.