

LIVINGSTON COUNTY JOB DESCRIPTION

OFFICE COORDINATOR - CIRCUIT COURT-PROSECUTOR

Supervised By: Office Manager - Prosecutor
Supervises: Non-supervisory lead for subordinate administrative employees in absence of Office Manager – Prosecutor
Department: Prosecutor's Office
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Office Manager - Prosecutor, performs a full scope of more complex clerical, administrative and records management functions with extensive internal, public and customer service interaction of a legal nature. Required duties include skill in records management, general bookkeeping, data entry and database upkeep, customer service and similar activities. Responsible for processing legal pleadings, scheduling of hearings, distribution of discoverable documents, and interfacing with defense attorneys, court staff, police agencies, and other entities regarding the criminal legal process. Also assumes many functions of the Office Manager position in his/her absence.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. In the absence of the Office Manager, approves vacation requests and bi-weekly timesheets for support-staff and Assistant Prosecuting Attorneys.
2. In the absence of the Office Manager, updates shared on-call schedule, noting any changes, and distributing accordingly. Also, updates Assistant Prosecuting Attorney on-call/compensatory time spreadsheet, noting any changes.
3. Functions as the senior clerical and administrative assistant to the assigned supervisor, handling more complex issues, and serving as liaison to other agencies, and departments.
4. Serves as the lead clerical position with responsibility for coordinating the work of others and providing instruction and guidance. This also includes assisting the Office Manager in training and supervising members of the support-staff.
5. Provides backup support for the Office Manager, Warrant Clerk, District Court, Reception desk, and Subpoena/Video coordinator desks as required to assure adequate coverage.

6. Serves as the back-up information technology support contact for the department in the absence of the Office Manager. Resolves computer issues and technology by assisting with problems and contacting appropriate IT personnel if resolution cannot be found.
7. Acts as the Assistant Office Manager daily regarding efficient running of the office and the support-staff. Duties include maintaining proper function of office equipment and maintaining office supply inventory.
8. Provides administrative support of a legal nature, such as preparing and filing pleadings with the court, processing writ of habeas corpus, knowing and utilizing due process, discovery process, and privacy policies, and other duties.
9. Prepares and maintains complete and accurate files related to felony criminal cases, including reports and evidence.
10. Requests, organizes, maintains, and distributes evidence and certified orders for trial readiness.
11. Prepares forms, correspondence, reports, memos, and other similar documents and/or materials.
12. Prepares and maintains weekly felony court docket, ensuring accuracy of court hearings for appropriate scheduling.
13. Amends felony Informations at the time of bind-over as requested by the Assistant Prosecutor, which includes reviewing the Warrant Manual and entering appropriate charge codes and variables.
14. Reviews and ensures the accuracy and completeness of records, forms, documents, attachments, data, and other such materials. Creates new forms and other templates to support processes.
15. Maintains appropriate level of confidentiality regarding criminal cases and their victims.
16. Performs other duties as directed.
17. Serves as lead support staff to timely process appeals.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED supplemented by additional vocational or college-level training in office management or a similar field and five years of progressively more

responsible experience in a legal environment including prior supervisory experience.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the principles and practices of managing a legal office and support staff.
- Considerable knowledge of basic court procedures and proceedings, office procedures, scheduling and maintaining meetings, appointments, and other schedules, preparing legal documents and forms, handling sensitive situations, and maintaining detailed and accurate records.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, the County's financial software and software programs utilized by the Prosecutor's Office.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.