

# CLINTON COUNTY JOB DESCRIPTION

## ADMINISTRATIVE ASSISTANT – INDIGENT DEFENSE SERVICES

**Supervised By:** Indigent Defense Administrator

**Supervises:** No supervisory responsibility

### **Position Summary:**

Under the supervision of the Indigent Defense Administrator, performs a variety of secretarial and support functions of the department. Activities include preparing and processing requests for appointed attorneys from indigent defendants in criminal matters and handling inquiries or complaints from defendants, defense attorneys, judges, and court staff. Provide general clerical support such as answering the telephone, filing and opening and processing mail, which will include attorney fee billing and expenses.

### **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. Answers telephone calls, responds to inquiries and/or directs to proper individual or department, and takes messages. Greets visitors, including citizens, defendants, attorneys, court clerks, county personnel, and judges to answer inquiries regarding court proceedings, departmental procedures, schedules, case information, and other matters. May serve as receptionist for the office.
2. Opens files and files all documentation related to appointed counsel assignments, attorney invoicing, attorney training, and any other related information. Communicates appointments to the courts or enters the information into the court computer system. Helps in maintaining the departmental filing system.
3. Enters defendant and attorney information into spreadsheets and other databases, as needed.
4. Coordinates the scheduling of attorneys to handle arraignments in-court and in-custody at the Clinton County Jail. Coordinates appointment of attorneys to handle criminal matters for indigent defendants. May be required to go to the jail to visit with in-custody defendants and determine whether they are indigent. Communicate with judge's offices daily whether there are arraignments occurring that would require counsel to be present and ensuring that counsel is present.
5. Reviews attorney invoices for payment and verify the schedule and attendance of court hearings, contact with the client, and time entries are appropriate. Codes attorney invoices for payment for county processing and maintains records on the computer.

6. Provides support in the data entry of arraignment information, applications for court appointed attorney, case appointments to attorneys, and using data from same to prepare mandatory reporting under requirements of the Michigan Indigent Defense Commission.
7. Receives, processes and files jail records of attorney visits.
8. Performs a variety of support tasks such as typing legal forms, filing updates to law books, copying, faxing and filing. Mails daily office correspondence.
9. Maintains closed files, which includes organizing and maintaining those files and disposing of same as authorized. Retrieves files from vault and closed files areas.
10. In the absence of the Indigent Defense Administrator, assumes a portion of that person's workload.
11. Performs other duties as required.

**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 qualified individuals with disabilities to perform the job.

Requirements include the following:

High school diploma or equivalent and one year of progressively more responsible experience in providing clerical and administrative support. Legal experience desired.

- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Knowledge of the principles and practices of administrative support, office procedures, and records management. Confidentiality is a must.
- Knowledge and skill in maintaining accurate electronic records and providing customer service.
- Skill in assembling data.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to learn the State of Michigan Circuit Court system, and court procedures and practices.

- 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.
- Skill in the use of office equipment and technology, including moderate use of Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.

**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.