

Cheboygan County
Job Announcement

Cheboygan County is accepting applications and resumes for the position of Clerk II within the Office of the Prosecuting Attorney. The Prosecutor Clerk II is responsible for greeting the public and answering the main calls into the office; managing the juvenile delinquent, neglect & abuse, and mental health files in Probate Court; assisting with the overflow of tasks from District and Circuit Court matters in a paperless office environment.

This is a full-time, 40-hour per week position.

Starting Salary: \$16.04 per hour plus competitive benefit package.

Employment Qualifications: The qualifications 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.

- High school diploma or equivalent. Associate Degree or higher in related field preferred.
- Experience in court or legal setting with substantial word processing experience. Must provide working knowledge of criminal and civil justice systems and procedures, court policies and procedures, and related statutes and ordinances.
- Working knowledge of computers, internet, telephone, fax machine, copy machine, scanners, and other general equipment.
- Good communication skills with public and staff members.
- Be able to multi-task and meet deadlines in a fast paced environment.
- Pass background check and drug screen per County policy.
- Must possess or be able to obtain a valid Michigan Driver's license.

Physical Abilities: Walking; climbing of stairs; bending, stooping, kneeling; ability to lift and carry items up to 50 lbs.

Working Conditions: The normal work schedule is Monday through Friday 8:00 a.m. to 4:30 p.m. (1/2 hour lunch) with the work performed under the general supervision of the Prosecutor. Professional attire according to the County policy is required.

Applications must be submitted by Friday, January 11, 2019. A detailed job description and application available at www.cheboygancounty.net.

Submit or e-mail a professional resume and application to:

Cheboygan County Prosecutor's Office
870 South Main Street
PO Box 70
Cheboygan, MI 49721
mhansen@cheboygancounty.net
(231) 627-8450

*Cheboygan County is an Equal Opportunity Employer and Provider
Complaints of discrimination should be sent to: USDA, Director of Civil Rights, and Washington D.C. 20250-9410*