

July 1, 2013

INTERNAL JOB POSTING

**Dickinson County Prosecutor's Office
Part-Time Clerical Position**

Internal Post Date: July 1, 2013

End Date: July 16, 2013

Hire Rate: \$11.482/hr.

Maximum Rate: \$12.236/hr.

Must be able to perform a wide variety of secretarial responsibilities in a legal office setting. Must have excellent computer skills. Prior legal office experience preferred. Job responsibilities include, but are not limited to, opening and closing criminal files; composing and typing correspondence, records and reports as directed by the Prosecuting Attorney; typing complaints, warrants, subpoenas and other legal papers; answering the telephone and supplying information; scheduling appointments and performing public contact work; opening and sorting mail; obtaining certified records from courts; performing bookkeeping and related office work; operating office duplicating or other equipment; preparing and maintaining files; maintaining office supplies; performing related duties as required.

Resumes, references and cover letters must be submitted by Tuesday, July 16, 2013 to Dickinson County Prosecuting Attorney, Lisa Richards, P.O. Box 609, Iron Mountain, MI 49801. Items may be submitted electronically to proslisa@dickinsoncountymi.gov.

Dickinson County is an Equal Opportunity Employer