

Chippewa County Administrator's Office
319 Court Street
Sault Ste. Marie, MI 49783

Phone: (906) 635-6330
Fax: (906) 635-6325



James M. German
Administrator
Kelly J. Church
Deputy Administrator
Cady Bauers
Administrative Assistant/ Building Clerk

VACANCY

Public Defender Support Assistant. Chippewa County, Michigan. Under the supervision of the Support Manager/Chief Public Defender, the Support Assistant performs a variety of clerical support duties related to the defense of adults charged with violating state and/or county ordinances. Grade 7 position with complete fringe benefit package, 40 hour per week starts at \$15.69/hour. Provide detailed resume and references to Jim Robinson, Chief Public Defender, 325 Court Street, Sault Ste. Marie, MI 49783 Position open until filled. Any questions please contact Jim Robinson at jwrobinson@chippewacountymi.gov. EOE

**CHIPPEWA COUNTY, MICHIGAN
Public Defenders Office**

POSITION TITLE: Support Assistant

Department: Office of Public Defender

Pay Grade: 7

Reports To: Chief Administrative Assistant / Chief Public Defender

Purpose of Position

Under the supervision of the Support Manager/Chief Public Defender, the Support Assistant performs a variety of clerical support duties related to the defense of adults charged with violating state and/or county ordinances.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Always protect client confidentiality, include all communications, media, writing and all other attorney-client material in any form.

Possess a general knowledge and adherence of county and office policies including job related MIDC policies.

Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Prepares documents and forms including legal forms with the guidance of the Public Defender Attorneys or the Support Supervisor.

Operate the telephone to answer, screen or forward calls, take messages; schedule appointments

Greet public/clients upon entry to Public Defender's office

Collect, sort & distribute interoffice and US Mail items

Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.

Conducts meeting with client, witnesses, agencies, contractor and others. Accurately document the substance of these meeting.

Learns and masters the preparation of legal documents under the direction and guidance of attorneys and the Support Manager.

Assists coworkers as needed. Performs other related essential duties as

required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

Two years' experience working in an office with frequent deadline and the requirement to multi-task.

Ability to learn and master unique office systems and procedures.

Experience with office software including, Microsoft Office, Outlook OneDrive, Word, Excel, PowerPoint and Adobe Acrobat or similar program and basic computer literacy

Preferred Associate degree in legal research or a related field plus a minimum of two years relevant work experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

Notary Public certification is required or can be obtained.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including calculator, copier, telephone system, scanner and fax machine; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

Mathematical Ability

Ability to add, subtract, multiply, divide, calculate decimals and percentages.

Language Ability and Interpersonal Communication

Must possess excellent interpersonal and customer service skills to communicate with immediate supervisor, coworkers, Court personnel, clients, attorneys, law enforcement personnel, State officials, and the general public verbally and in writing: ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Ability to comprehend and correctly use a variety of informational documents including police reports, photographs, lien reports, client/witness statements, motions, bank records, hospital records, Court orders, complaints, and other reports and records.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments in absence of management, use common sense, and exercise sound professional judgment in all daily activities; ability to utilize the principles of influence and rational systems in the performance of tasks.

Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner.

Ability to communicate effectively with clients, the public and other office contacts. Communicate in person, by phone, by video conference, email, text, or other means.

Environmental Adaptability

Ability to work effectively in an office environment; ability to work at various locations including jails and courtrooms. Ability to take the necessary precautions associated with these places-

Essential functions are regularly performed without exposure to adverse environmental conditions.

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.