



**OFFICE OF PROSECUTING ATTORNEY**  
Hillsdale County

NEAL A. BRADY  
PROSECUTING ATTORNEY

JAMIE WISNIEWSKI  
CHIEF ASSISTANT PROSECUTOR

29 N. BROAD STREET RM 13  
HILLSDALE, MICHIGAN 49242

TELEPHONE (517) 439-1419  
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**VACANT JOB POSTING**

**Job Title:** Receptionist/File Clerk (20 hours per week)

Victim's Rights Clerk (20 hours per week)

**Compensation:** \$15.96/hour (Level 5/Year 3)

**Department:** Prosecuting Attorney

**Summary:** This position will be responsible for handling any incoming telephone calls and ensuring those telephone calls are transferred to the appropriate party. This position will be dealing with the public on a regular basis both by telephone and in person. You will be responsible for the making of all files, data entry, and filing all documents.

This position will also be assisting the Victim's Rights Advocate with printing and sending out any correspondence that are required under the Victim's Rights Act. You may also be expected to assist the public with the filing of personal protection orders and to fill in for the Deputy Victim Advocate when needed.

**Duties and Responsibilities**

- Answering and directing all incoming phone calls.
- Answering and directing in person traffic.
- Data entry.
- Creating files and maintaining files.

- Pulling files as needed.
- Destroying files as needed.
- Opening and disbursing any and all mail daily.
- Disbursing any and all information needed to other departments daily.
- Ensuring that any outgoing mail is sent out daily.
- Assists other staff as needed.
- Print victim reports.
- Print and mail all victim letters.
- Assist with communicating with victims.
- Assist Deputy Victim Advocate as needed.

### **Qualifications and Skills**

- High School Diploma
- Receptionist experience preferred.
- Clerical experience preferred.
- Must be proficient in Microsoft Office.

To apply, submit your cover letter and résumé to:

Hillsdale County Prosecutor's Office  
Attn: Desiree Belote  
29 N. Howell Street  
RM 13  
Hillsdale, Michigan 49242