



## Position Available – Internal/External Posting **Job Title: Clerk**

- Classification:** Full-time (37.5 hrs/wk)  
Level 4  
TPOAM Union
- Department:** Prosecutor's Office
- Hourly Wage:** \$14.97 - \$18.68 per hour
- Benefits Include:** Hybrid Pension – minimum 5% employee contribution  
Health, Dental & Vision Insurance – mandatory 10% employee contribution  
Paid Holidays, Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance
- Qualifications:**
- General knowledge of the duties and responsibilities of the Prosecuting Attorneys and the workings of the office.
  - General knowledge of the information and material necessary to a criminal file to facilitate the handling by Prosecuting Attorneys.
  - Able to work effectively with the public and fellow employees, all prosecutors, all police agencies, all court staff, community mental health and the Family Independence Agency.
  - Able to see, hear and speak effectively and without limitation.
  - General knowledge of the Michigan Court system, Michigan Court Rules, local Court Rules, criminal and civil statutes and criminal case law.
  - Proficient with computers; Windows, and related software applications.
- Supervision:** Prosecuting Attorney & Office Administrator
- Submittal:** Applications may be obtained at the Wexford County HR Office, Historic Courthouse, 437 E. Division St., Cadillac, MI or online at [www.wexfordcounty.org](http://www.wexfordcounty.org). Position will be opened until filled.