WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150FAX

Position Available – Internal/External

Job Title: Prosecuting Attorney's Office Administrator

Classification: Full-time (40 hrs /wk)
Full Benefits
Non-union
M-3 Wage Scale

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

Salary: $24.56 – $31.78

Qualifications:

- Considerable knowledge of the duties and responsibilities of the Prosecuting Attorney support staff and the workings of the office.
- Considerable knowledge of the information and material necessary to a criminal file to facilitate the handling by Prosecuting Attorneys.
- Knowledge of the duties and responsibilities of an office manager.
- Able to work effectively with 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
- Knowledge of the Michigan Court system, Michigan Court Rules, local Court Rules, criminal and civil statutes, and criminal case law.
- Able to establish and maintain all files and records.
- Able to oversee support staff.
- General knowledge of budget and accounting procedures.

Essential Duties:

- Provide information and assistance to attorneys, law enforcement personnel, organizations, agencies, officials, and the general public regarding prosecutor policies and procedures.
- Receive calls and visitors, determining whether a prosecutor's attention is required. Respond to inquiries within the scope of authority and refer others to the proper source.
- Oversee the preparation and closing of criminal files, reviewing that all information is included that is necessary for the prosecutors to perform their duties, identifying and correcting any problems.
- Prepare and maintain schedules for all prosecutors interacting with all Courts to facilitate the schedule.
- Must have computer, typewriter, calculator, and copy machine capabilities. Handle all computer problems and assist in programming and updating.
- Supervise all support staff, setting time and attendance schedules, training support staff, and disciplining support staff as needed.

Supervision: County Prosecutor

Submittal: Please submit cover letter, resume, and application to the Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601 by 4:00 p.m. on December 11, 2026.

Posted: November 25, 2026