



ANDREW J. SANTINI

Clare County Prosecuting Attorney
225 W. Main Street, Post Office Box 586
Harrison, Michigan 48625

JOB OPENING – PROSECUTOR’S OFFICE

Application Deadline: *Until filled*

Position Title: Secretary/Paralegal

General Duties:

The Secretary will provide administrative support to the Prosecutor’s Office, including but not limited to:

- Preparing, typing, and generating legal documents
- Answering and directing telephone calls
- Data entry and records management
- Assisting Prosecuting Attorneys as needed
- Performing general secretarial and office support duties as assigned

Minimum Qualifications:

1. Self-motivated with a strong work ethic
2. Ability to maintain strict confidentiality
3. Proficiency with computers and common office software
4. Basic understanding of laws and the criminal justice system
5. Strong organizational skills with attention to detail
6. Effective written and verbal communication skills
7. Strong interpersonal skills and professionalism
8. Ability to work under pressure and meet deadlines



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Preferred Qualifications:

- Prior experience in a legal or criminal justice setting
- Prior experience in an office setting
- Associate's degree in Criminal Justice, Legal Studies, Legal Secretary, Paralegal, or a related field

Compensation:

- **Secretary:** \$32,458.46 annually / \$16.65 hourly
- **Paralegal:** \$34,768.47 annually / \$17.83 hourly
Salary increases are provided after the 1st, 2nd, and 3rd years of employment.

Benefits:

- Paid vacation
- Paid holidays
- Sick leave
- Retirement plan
(All new employees are subject to a six-month probationary period)

How to Apply

To be considered for this position, please submit the following:

1. **Resume/CV** – Highlighting your relevant experience and achievements.

Application Instructions:

- Send all materials to oharec@clareco.net
- Applications will be reviewed on a rolling basis, and early submissions are encouraged.
- Only shortlisted candidates will be contacted for an interview.

If you have questions about the application process, please reach out to oharec@clareco.net or call 989-539-9831 and ask to speak with Christal.