

## **Legal Assistant/Victim Rights Clerk – Prosecutor’s Office**

### **General Summary:**

Under the supervision of the Prosecuting Attorney, provides a variety of administrative office support functions for the Prosecuting Attorney and their office.

### **Essential Functions:**

1. Serves as the legal assistant to the Prosecuting Attorney, the Chief Assistant Prosecuting Attorney, and Assistant Prosecuting Attorney(s), including phone calls, correspondence, constituent services, scheduling; provides support for their respective roles on community and regional Boards and taskforces.
2. Serves as a liaison between the attorney assigned to a case and any witnesses or victims on that case. Makes contact with victims of crime to provide support, both directly and through referrals. Informs crime victims of rights under Michigan Crime Victim Rights Act and the options available to them at all stages of the proceedings. Maintains contact with both victims and witnesses to provide updates on case progress, court dates, and keeps them engaged in the process. Assists witnesses and victims in attending various hearings and with transportation, if needed.
3. Perform any other duty as directed by the Prosecuting Attorney

*This list is not inclusive of the total scope of job functions to be performed.*

### **Employment Qualifications:**

**Education:** High school graduation or equivalent. Paralegal coursework or certification, advanced coursework, or an Associate’s Degree paralegal studies, criminal justice, social work, or a related area is desirable.

**Experience:** Two years of paralegal experience, criminal justice, law enforcement, criminal justice, victim service, or related field is preferred.

Must be able to successfully pass a background check and/or drug test.

Effective communication skills and the ability to interact with other courthouse employees, members of the public, police officers, and attorneys in a professional manner.

**Rate of Pay:** \$21.33 to \$24.54/hr

**Benefits:** Medical, Dental, and Vision Insurance  
401(k) Retirement  
Paid Vacation, Sick Leave, and Holidays

**To Apply:** Submit a resume and cover letter to Rebecca Wakeham, Office Manager  
WakehamR@michigan.gov

**Deadline:** March 23, 2026 by 5PM

Pursuant to MCL 49.35, this position serves at the pleasure of the Prosecuting Attorney.