

MEMORANDUM

RYAN C. C. VILLET
Chief Assistant Prosecuting Attorney

JASON EVANS
Assistant Prosecuting Attorney

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LAURA M. BEVER PROSECUTING ATTORNEY

To: BOARD OF COMMISSIONERS

From: Laura M. Bever
Prosecuting Attorney

Subject: Request for Authorization

Date: February 12, 2026

1. Authorization to Hire Assistant Prosecuting Attorney (APA) up to Step 5

I am requesting Board authorization to offer a potential APA candidate a starting salary up to **Step 5** on our current scale.

The candidate in question is well-known to our office, court staff, and the judiciary. He brings an exceptional level of expertise, including:

- **20 years** of experience as a defense attorney.
- **4 years** of experience as a prosecuting attorney.

This hire will bring our office back to full staffing (4 attorneys). Over the last 36 months, we have operated with only 3 attorneys for 25 of those months. Filling this vacancy with an experienced practitioner is essential to maintaining our recent workflow and technology updates. This salary request is commensurate with the candidate's extensive legal background.

2. Authorization for Staff Reclassification

As part of our ongoing office transformation, we successfully reduced our support staff from 5 FTEs to 4. This transition was discussed with the Board in December 2024. Having fully implemented our new technology and redesigned workflows, the final stage of this reorganization is to align staff roles with these new responsibilities.

In coordination with Administration and Human Resources, I am requesting the **reclassification of three (3) positions**. These changes reflect the increased technical proficiency and specialized responsibilities required in our modernized environment. Detailed materials regarding these specific changes have been provided to you by Human Resources.

Closing

I will be present at the upcoming Board Meeting to answer any questions. In the meantime, please feel free to reach out to me via the office, email, or my cell phone.

Thank you for your continued support as we finalize this reorganization.

GRATIOT COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RECLASSIFICATION OF POSITIONS
WITHIN THE PROSECUTING ATTORNEY'S OFFICE**

**RESOLUTION NUMBER 26-373
ADOPTED FEBRUARY 17, 2026**

WHEREAS during the past few years the Prosecuting Attorney's Office has experienced a continuing increase in the demand for services and technical advancements; and

WHEREAS a reclassification review was conducted at the request of the Prosecuting Attorney to consider minimum knowledge, skill, and education requirements of the Senior Legal Secretary, Family Support Coordinator, Legal Secretary/Digital Evidence Clerk, and Transition Clerk positions; and

WHEREAS Michigan statute reserves authority to establish rules and regulations in reference to the management of the interest and business concerns of the county to the Board of Commissioners (MCL 46.11(m)); and

WHEREAS it is the responsibility of the Board to appoint representatives, agents, and employees of the County as it deems necessary to carry out any of the powers and duties under the laws of the State (MCL 46.13a); and

WHEREAS the Uniform Budgeting and Accounting Act requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels (MCL 141.437).

THEREFORE, BE IT RESOLVED, that the Gratiot County Board of Commissioners hereby approves the following position reclassifications and associated job descriptions attached to this resolution:

Current Prosecuting Attorney FTE		Proposed Prosecuting Attorney FTE	
<u>Position</u>	<u>Pay Grade</u>	<u>Position</u>	<u>Pay Grade</u>
Prosecuting Attorney	N/A	Prosecuting Attorney	N/A
Chief Assistant Prosecuting Attorney	N/A	Chief Assistant Prosecuting Attorney	N/A
Assistant Prosecuting Attorney (3)	N/A	Assistant Prosecuting Attorney (3)	N/A
Crime Victim/Witness Coordinator	5	Felony Clerk- Office Manager- LEIN Supervisor	9
Senior Legal Secretary	5	Misdemeanor Clerk- Deputy LEIN TAC	8
Family Support Coordinator	4	Crime Victim/Witness Coordinator	5
Legal Secretary/Digital Evidence Clerk	4	Juvenile Clerk- Mental Health- Family Support Coord	5
Transition Assistant	4		
		Total annual wage difference: \$ 37,024.00	

BE IT FURTHER RESOLVED that these reclassifications shall be effective on October 1, 2025.

BE IT FURTHER RESOLVED that County Administrator is authorized and directed to make all necessary budget adjustments and to amend the Staffing Position Allocation List consistent with this resolution.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner _____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS: _____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)

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COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of February 2026, and that notice of such meeting was given as required by law.

Angie Thompson, Gratiot County Clerk

**Felony Clerk- Office Manager- LEIN Supervisor**

Effective Date: 1/6/26

Revised:

Approved By:

FLSA Status:

Non-Exempt

Hourly

Grade:

9

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Job Title: Felony Clerk- Office Manager- LEIN Supervisor**Reports To:** Chief Assistant Prosecuting Attorney**Positions Supervised:**

Minimum Qualifications – An equivalent combination of education, training and experience will be considered.

Education: Associate Degree in Office Management, Paralegal Studies or Computer Operations**Experience:** 8 years of previous experience**Certifications & Licensing:** LEIN Certified with Security Awareness Training, Certified Operator for Michigan State Police Criminal History Records

Felony Clerk- Office Manager- LEIN Supervisor Job Summary

Ensure the smooth execution of essential functions and operations of the Prosecutor's office. Operate Karpel case management system. Serve as trainer for Karpel case management system. Serve as LEIN Terminal Agency Coordinator and trainer. Position requires superior organizational skills, in-depth knowledge of operations of Prosecutors office and its interactions with the Courts and law enforcement departments and ability to supervise and train employees.

Major Duties:

- **Office Management**
 - Maintain and control the Prosecutor's office docket, training schedule and interactions with the defense attorneys, MDIC, Courts, and law enforcement agencies.
- **Training and Development**
 - Perform training with all members of office staff and attorneys regarding operation of Karpel case management system.
- **LEIN**
 - Serve as LEIN Terminal Agency Coordinator.
 - Oversee training of staff related to LEIN operations and procedures.
 - Monitor and ensure the proper use of LEIN in the workplace.
 - Maintain records for compliance with LEIN requirements.
- **Docket and Case Management**
 - Coordinates docket for attorneys in office.
 - Imports and processes all felony cases, including readying cases for review by attorneys, ensuring all necessary documents are received from law enforcement agencies and processing (filing with Court and law enforcement agencies) all reviewed files.
 - Works with Courts, defense attorneys and law enforcement agencies to set dates for trials, motion hearings and other required hearings in a timely manner, as set out in Court Rule or statute.
- **Coverage and Compliance**
 - Assists in other job duties to cover required areas when employees are absent.
 - Assists with assigning attorneys to case, in coordination with the Chief Assistant Prosecuting Attorney.



Gratiot County

Department: Prosecutor

Felony Clerk- Office Manager- LEIN Supervisor

Effective Date: 1/6/26

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- **Confidentiality and Discretion**

- Exercises significant discretion and adhere to strict disclosure and confidential restrictions.
- Ensures sensitive case information is always protected.

- **Stakeholder Communications**

- Addresses questions and concerns from parties, victims, families, witnesses, and the public regarding cases and office operations.
- Serves as secondary point of contact for Courts and law enforcement agencies.

Contribute to the team effort by performing other related duties as assigned.

Success Framework. The following list of knowledge, skills, and abilities have been identified by our team as building blocks towards efficiency and effectiveness in this role.

- Records Management: Familiarity with records management, including compiling information, maintaining confidentiality, and processing requests.
- Database Systems: Proficiency in using database systems.
- Communication: Strong communication skills, both verbal and written, for coordinating with county personnel and the public.
- Detail-Oriented: Exceptional attention to detail when preparing pleadings, financial invoices, managing records, and ensuring data accuracy.
- Technical Proficiency: Proficiency in operating various office equipment, including computers, fax machines, copy machines, postage machines, calculators, and multi-line phones.
- Independence: Ability to work with considerable independence while ensuring compliance with established procedures and regulations.
- Problem-Solving: Ability to define a problem, determine the cause of the problem, identify and select alternatives for a solution, and implement a solution.
- Customer Service: Dedication to providing excellent customer service to the public, including responding to inquiries through email, telephone, and in-person interactions.
- Coordination: Ability to coordinate tasks effectively.

Guides, Tools, and Equipment commonly associated with the performance of the functions of this job.

Equipment: Karpel Case Management, Microsoft Office, Scanner, Printer, Facsimile, Telephone, Online Databases

Work Environment or atmospheric conditions commonly associated with the performance of the functions of this job.

- Routine exposure to disturbing information and images that have the ability to cause emotional distress and/or trauma.

Physical Abilities. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work requires the ability to sit, walk for extended periods of time.
- Work requires the ability to talk, hear, listen, and comprehend.



Gratiot County

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Felony Clerk- Office Manager- LEIN Supervisor

Effective Date: 1/6/26

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- Work requires visual acuity of 20 feet or more, visual acuity of 20 inches or less, three dimensional vision, precise hand/eye coordination, the ability to identify and distinguish colors
- Must be able to lift up to 5 pounds.

**Gratiot County offers reasonable accommodation in the hiring and employment process for individuals with disabilities. If you need assistance to accommodate a disability, you may request accommodation at any time.*

SIGNATURE / APPROVAL:

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the Legal Secretary - Digital Evidence and Discovery Technician and agree to perform the identified essential functions and expectations in a safe manner and in accordance with Gratiot County's established Personnel Policies and Procedures.

Employee

Date

Department Head/Elected Official

Date

Human Resources/Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.



Gratiot County

Department: Prosecutor

Misdemeanor Clerk/ Deputy LEIN TAC

Effective Date: 1/6/26

Revised:

Approved By:

FLSA Status:

Non-Exempt

Hourly

Grade:

8

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Job Title: Misdemeanor Clerk/ Deputy LEIN TAC
Reports To: Felony Clerk/Office Manager/LEIN Supervisor
Positions Supervised:

Minimum Qualifications – An equivalent combination of education, training and experience will be considered.

Education: High School Diploma or equivalent

Experience: 2 years of previous experience

Certifications & Licensing: LEIN Certification with Security Awareness Training

Misdemeanor Clerk/Deputy LEIN TAC Job Summary

Operate Karpel case management system. Serve as LEIN Deputy Terminal Agency Coordinator. The position requires knowledge of operations of Prosecutor's office and it's interactions with Courts and law enforcement departments. Strict compliance with confidentiality requirements of office is expected.

Major Duties:

- **LEIN**
 - Serve as LEIN Deputy Terminal Agency Coordinator.
 - Monitor and ensure the proper use of LEIN in the workplace.
 - Maintain current certification pursuant to Michigan State Police requirements
- **Docket and Case Management**
 - Coordinates docket for attorneys assigned to misdemeanor docket in office.
 - Imports and processes all misdemeanor cases, including readying cases for review by attorneys, ensuring all necessary documents are received from law enforcement agencies and processing (filing with Court and law enforcement agencies) all reviewed files.
 - Works with Courts, defense attorneys and law enforcement agencies to set dates for trials, motion hearings and other required hearings in a timely manner, as set out in Court Rule or statute.
- **Coverage and Compliance**
 - Assists in other job duties to cover required areas when employees are absent.
- **Confidentiality and Discretion**
 - Exercises significant discretion and adhere to strict disclosure and confidential restrictions.
 - Ensures sensitive case information is always protected.
- **Stakeholder Communications**
 - Addresses questions and concerns from parties, victims, families, witnesses, and the public regarding cases and office operations.
 - Serves as secondary point of contact for Courts and law enforcement agencies.

Contribute to the team effort by performing other related duties as assigned.



Gratiot County

Department: Prosecutor

Misdemeanor Clerk/ Deputy LEIN TAC

Effective Date: 1/6/26

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Grade:
8

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Success Framework. The following list of knowledge, skills, and abilities have been identified by our team as building blocks towards efficiency and effectiveness in this role.

- Records Management: Familiarity with records management, including compiling information, maintaining confidentiality, and processing requests.
- Database Systems: Proficiency in using database systems.
- Communication: Strong communication skills, both verbal and written, for coordinating with county personnel and the public.
- Detail-Oriented: Exceptional attention to detail when preparing pleadings, financial invoices, managing records, and ensuring data accuracy.
- Technical Proficiency: Proficiency in operating various office equipment, including computers, fax machines, copy machines, postage machines, calculators, and multi-line phones.
- Independence: Ability to work with considerable independence while ensuring compliance with established procedures and regulations.
- Problem-Solving: Ability to define a problem, determine the cause of the problem, identify and select alternatives for a solution, and implement a solution.
- Customer Service: Dedication to providing excellent customer service to the public, including responding to inquiries through email, telephone, and in-person interactions.
- Coordination: Ability to coordinate tasks effectively.

Guides, Tools, and Equipment commonly associated with the performance of the functions of this job.

Equipment: Karpel Case Management, Microsoft Office, Scanner, Printer, Facsimile, Telephone, Online Databases

Work Environment or atmospheric conditions commonly associated with the performance of the functions of this job.

- Routine exposure to disturbing information and images that have the ability to cause emotional distress and/or trauma.

Physical Abilities. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work requires the ability to sit, walk for extended periods of time.
- Work requires the ability to talk, hear, listen, and comprehend.
- Work requires visual acuity of 20 feet or more, visual acuity of 20 inches or less, three dimensional vision, precise hand/eye coordination, the ability to identify and distinguish colors
- Must be able to lift up to 5 pounds.

**Gratiot County offers reasonable accommodation in the hiring and employment process for individuals with disabilities. If you need assistance to accommodate a disability, you may request accommodation at any time.*

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Gratiot County

Department: Prosecutor

Misdemeanor Clerk/ Deputy LEIN TAC

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Employee

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Gratiot County

Department: Prosecutor

Juvenile Clerk- Mental Health Clerk- Family Support Coordinator

Effective Date: 1/6/26

Revised:

Approved By:

FLSA Status:

Non-Exempt

Hourly

Grade:

5

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Job Title: Juvenile Clerk- Mental Health Clerk- Family Support Coordinator

Reports To: Felony Clerk/Office Manager/LEIN Supervisor

Positions Supervised:

Minimum Qualifications – An equivalent combination of education, training and experience will be considered.

Education: High School Diploma or equivalent

Experience: 2 years of previous experience

**Certifications &
Licensing:**

Juvenile Clerk- Mental Health Clerk- Family Support Coordinator Job Summary

Operate Karpel case management system. The position requires knowledge of the operations of Prosecutor's office and it's interactions with the Courts and law enforcement departments. Strict compliance with confidentiality requirements of office is expected.

Major Duties:

- **Support Services**
 - Assists Gratiot County residents in understanding and asserting their rights under the Paternity Act and Michigan Family Support Act, offering guidance and support
 - Ensure that all processing activities adhere to the relevant legal regulations, statutes, and local requirements.
- **Docket and Case Management**
 - Coordinates docket for attorneys assigned to juvenile and mental health dockets in office.
 - Imports and processes all juvenile and mental health cases, including readying cases for review by attorneys, ensuring all necessary documents are received from law enforcement agencies and processing (filing with Court and law enforcement agencies) all reviewed files.
 - Works with Courts, defense attorneys and law enforcement agencies to set dates for trials, motion hearings and other required hearings in a timely manner, as set out in Court Rule or statute.
 - Responsible for all documentation and case management related to child support and paternity cases, including filing, tracking and interviews.
 - Assists Felony Clerk and Misdemeanor Clerk with maintaining and closing files.
- **Mail Clerk**
 - Performs duties of mail clerk and send out mail and process incoming mail.
- **Payroll Administration**
 - Collect payroll information from employees on a weekly basis.
 - Maintain vacation, PTO, and training information as it relates to payroll.
- **Coverage and Compliance**
 - Assists in other job duties to cover required areas when employees are absent.



Gratiot County

Department: Prosecutor

Juvenile Clerk- Mental Health Clerk- Family Support Coordinator

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- **Confidentiality and Discretion**

- Exercises significant discretion and adhere to strict disclosure and confidential restrictions.
- Ensures sensitive case information is always protected.

- **Stakeholder Communications**

- Addresses questions and concerns from parties, victims, families, witnesses, and the public regarding cases and office operations.
- Serves as secondary point of contact for Courts and law enforcement agencies.

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- **Communication:** Strong communication skills, both verbal and written, for coordinating with county personnel and the public.
- **Detail-Oriented:** Exceptional attention to detail when preparing pleadings, financial invoices, managing records, and ensuring data accuracy.
- **Technical Proficiency:** Proficiency in operating various office equipment, including computers, fax machines, copy machines, postage machines, calculators, and multi-line phones.
- **Independence:** Ability to work with considerable independence while ensuring compliance with established procedures and regulations.
- **Problem-Solving:** Ability to define a problem, determine the cause of the problem, identify and select alternatives for a solution, and implement a solution.
- **Customer Service:** Dedication to providing excellent customer service to the public, including responding to inquiries through email, telephone, and in-person interactions.
- **Coordination:** Ability to coordinate tasks effectively.

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Juvenile Clerk- Mental Health Clerk- Family Support Coordinator

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