

48TH CIRCUIT COURT, FAMILY COURT & PROBATE COURT

POSITION DESCRIPTION: Certified Electronic Recorder

POSITION AVAILABILITY: January 19, 2021

DEADLINE DATE: TBD

STARTING RATE: Set by Statute

MINIMUM QUALIFICATIONS

Education:

Graduation from high school (postgraduate courses in word processing, typing, and paralegal studies including training in the proper operation of recording equipment if desirable), supplemented by at least three years experience in court clerical or secretarial activities; or any equivalent combination of training and experience.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job

Other:

Must possess Certified Electronic Recorder (CER) certification as designated by the Michigan Supreme Court. **MCL 600.8602 Appointment of recorder or reporter; appointment of additional recorders or reporters; functions and duties.**

The court is seeking to establish a roster list of CERs who will be independent contractors and who are eligible to produce transcripts for the court. Anyone who wishes to be included on the court's roster list must complete and submit an Application to Serve on CER Roster List.

All interested parties should submit application and resume to the following address:

48th Circuit Court, Family Court & Probate Court
Attn: Brian Patrick, Court Administrator
113 Chestnut Street, Allegan, MI 49010 or
Faxed to: (269) 686-5136

No person shall, on the grounds of race, religion, color, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, or denied employment with the 48th Circuit Court, Family Court or Probate Court.