

**ALLEGAN COUNTY
48TH CIRCUIT COURT**

JOB DESCRIPTION

JOB TITLE: Judicial Secretary

REPORTSTO: Circuit Court Judge

SUMMARY

Serves as judicial secretary transcribing correspondence, opinions, and orders, screening visitors and telephone calls, scheduling appointments, and performing other related secretarial support functions. Prepares courtroom video recording equipment for court proceedings.

PRINCIPAL DUTIES AND RESPONSIBILITIES (*An * denotes duties or responsibilities judged to be "essential job functions " in terms of the Americans With Disabilities Actor ADA*)

Performs general secretarial services, such as composing and typing correspondence, **court** orders, opinions, legal documents, and other materials, opening and routing mail, scheduling judicial appointments, maintaining judicial calendars, preparing and maintaining judge's **files** and records, and maintaining office supplies.*

Composes correspondence in response to a problem or routine inquiry requiring an explanation or interpretation of court policies and procedures.*

Reviews court orders for completeness and accuracy prior to judicial signature.
Distributes orders to appropriate parties.

Prepares tapes and video recording equipment for court proceedings and ensures case files are ready and available for court proceedings. Files tapes of court proceedings in approved storage areas.

Receives and screens visitors and telephone calls. Provides case information to court patrons, explains and interprets court policy and procedure, schedules appointments and meetings, and directs people to proper person. location or court.*

Reviews requests for adjournments in accordance with court policy.

Judicial Secretary (continued)

Makes arrangements for incarcerated defendants to be transported to the court. Informs the jail of hearing dates.

Prepares and distributes annual announcements for law clerk positions. Updates roster of approved bondsmen.

Assists in other areas of the court as required.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

Education: High school graduation or equivalent. Additional advanced legal secretarial coursework is desirable.

Experience: Two to three years of secretarial experience, preferably in a court or closely related legal setting.

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

CERTIFICATION OR LICENSURE

None.

Date Approved: 5/10/00

Revised:

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Court Recorder/Judicial Secretary (continued)

CERTIFICATION OR LICENSURE

Certification as a Certified Electronic Recorder (CER) by the Michigan Supreme Court.

Date Approved: **5/10/00**

Revised:

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