

**Allegan County
48th Circuit Court
Family Division**

Job Title: Court Recorder/Assignment Clerk

Reports to: Attorney/Referee

Summary

Schedules Circuit Court, Family Division proceedings, coordinates scheduling with involved parties, address requests for adjournments and tracks scheduled cases. Uses digital recording equipment to make verbatim record of court proceedings. Prepares transcripts of court proceedings as required and maintains required records.

Principal Duties & Responsibilities

1. Schedules family division matters for hearings, motions, conferences, trials and dispositions, prepares and maintains the court calendar and prepares and distributes dockets for scheduled matters.
2. Tracks status and progress of cases to determine future scheduling and court action requirements in ensure compliance with case flow management standards. Modifies court calendar and docket as needed to meet standards.
3. Utilizes digital recording equipment to record court proceedings. Prepares a log of activity during recording as required by court recording standards.
4. Prepares timely verbatim transcripts of court proceedings upon request. Proofreads transcripts and certifies copies and prepares billings as appropriate. Maintains files of transcripts, recordings and other related materials.
5. Appoints counsel to represent defendants in neglect/abuse and delinquency cases as directed by the judges. Maintains records of appointments and prepares the annual appointed counsel report.
6. Receives and screens telephone calls, mail, clients and visitors; directing people to the proper person or location. Provides basic case information and interprets court policy and procedures to court patrons.

Other Duties of the Job:

Prepares Family Court Judicial/Probation payroll and maintains payroll records.

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

Maintains office printer and paper, and orders office supplies.

Pull case files for hearings and use by court staff and other authorized persons. Ensures files are complete for hearings.

Requests speakers to clarify inaudible statements or spell technical or unfamiliar terminology as necessary for proper recording of proceedings.

Prepare juvenile pick-up orders and bench warrants as directed. Distributes warrants and orders to law enforcement agencies and recalls the same in accordance with court policy.

Substitutes for other court staff and assists in other areas of the court as needed.

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 a person in this position.

Qualifications

Education: High school graduation or equivalent. Additional legal terminology, legal secretarial or related coursework desirable.

Experience: One to two years of case processing experience, preferably in a circuit court or closely related setting.

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

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