

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

Job Title: Court Recorder/Judicial Secretary

Reports to: Presiding Family Division Judge

Summary

Utilizes digital recording equipment to make a verbatim record of court proceedings. Prepares typewritten transcripts of court proceedings and maintains related records. Serves as assignment clerk for the Presiding Judge. Serves as judicial secretary transcribing correspondence, opinion and orders, screening visitors and phone calls, scheduling appointments, and performing other related secretarial support functions.

Principal Duties & Responsibilities

1. Utilizes digital recording equipment to record court proceedings. Prepares a log of activity during recording, including identification of speakers, notations of actions, and introduction of exhibits. Requests speaker to clarify inaudible statements or spell technical or unfamiliar terminology as necessary for proper recording of proceedings.
2. Maintains files of transcripts, tapes and all other related materials.
3. Prepares or supervises the timely preparation of verbatim transcripts of court proceedings upon request. Proof reads transcripts, certifies copies and prepares billings as appropriate.
4. Prepares court orders and reviews for completeness and accuracy prior to judicial signature. Distributes orders to appropriate parties.
5. Performs general secretarial services; composing and typing correspondence, court orders, opinions, legal documents and other materials, opening and routing mail, scheduling judicial appointments, maintains judicial calendars, preparing and maintaining the judge's files and records, and maintaining adequate office supplies.
6. Enters invoices for payment, assists in collection procedures including review of bench warrant requests, prepares court activity statistics and serves as a backup court recorder for other judges as necessary.

Other Duties of the Job:

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

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

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.

Ensures case files are ready and available for court proceedings.

Reviews requests for adjournments in accordance with court policy.

Keeps a running glossary of unusual or scientific terms or names, and takes custody of exhibits as necessary.

Calculate support for out of home placements, schedule payment review when amounts are ordered and personally serve parties present at the hearings. Meet with parties regarding payment reviews and show cause hearings as necessary.

Act as liaison between Family Court and Friend of the Court to resolve issues of support between the two court divisions.

Compile and prepare Family Court quarterly activity and collection statistics.

Maintain a calendar for the reservation of the jury room for meetings as requested.

Request bench warrants and wage assignments as necessary.

Serve as backup for Family Court office coverage and recording coverage for other judges as requested.

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 a person in this position.

Qualifications

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

Experience: Two or three years of secretarial experience, preferably in a 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.