

**ALLEGAN COUNTY  
48TH CIRCUIT COURT  
FAMILY DIVISION - JUVENILE SECTION**

***JOB DESCRIPTION***

**JOB TITLE:** Court Recorder/Judicial Secretary

**REPORTS TO:** Presiding Family Division Judge

**SUMMARY**

Utilizes electronic recording equipment to make a verbatim record of court proceedings. Prepares typewritten transcripts of court proceedings and maintains related records. Serves as judicial secretary transcribing correspondence, opinions, and orders, screening visitors and telephone calls, scheduling appointments, and performing other related secretarial support functions.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

*(An \* denotes duties or responsibilities judged to be "essential job functions " in terms of the Americans With Disabilities Act ADA)*

- Utilizes electronic 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 speakers to clarify inaudible statements or spell technical or unfamiliar terminology as necessary for proper recording of proceedings. \*.
- Develops a running glossary of unusual or scientific terms or names, and takes custody of exhibits as necessary.
- Maintains files of transcripts, tapes and all other related materials.
- Prepares or supervises the timely preparation of verbatim transcripts of court proceedings upon request. Proofreads transcripts, certifies copies, and prepares billings as appropriate.\*
- 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.\*

## **Court Recorder/Judicial Secretary (continued)**

- 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.
- Ensures case files are ready and available for court proceedings.
- 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.\*
- a Reviews requests for adjournments in accordance with court policy.
- Performs a variety of office support functions, such as ordering office supplies, preparing vouchers for payment of office bills, maintaining records of budget expenditures, and trouble shooting computer problems.\*
- 0 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.*

**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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