

**ALLEGAN COUNTY  
57TH DISTRICT COURT**

***JOB DESCRIPTION***

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

**REPORTS TO:** District Court Judge and District Court Administrator

**SUMMARY**

Utilizes video 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, maintaining judge's files and records, 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 or ADA)*

- Utilizes video 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 super-vises the timely preparation of verbatim transcripts of court proceedings upon request. Proofreads transcripts, certifies copies, and prepares billings as appropriate.\*
- Receives and screens telephone calls and visitors. Provides case information to court patrons, explains and interprets court policy and procedure, schedules meetings, and directs people to proper person, location or court.\*

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

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.\*

Operates a computer terminal to enter, update, correct and access case information, and to produce computer generated forms.\*

Schedules court proceedings and issues notices to the appropriate parties.\*

Ensures case files are ready and available for court proceedings, and prints defendant histories. Makes appropriate docket entries during and following court proceedings.\*

Reviews requests for adjournments in accordance with court policy and determines the need for call-in of jurors.\*

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. Advanced legal secretarial coursework preferred.

**Experience:** Two 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:**            **5/5/00**

**Revised:**

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