

# JACKSON COUNTY

## COURT RECORDER/JUDICIAL SECRETARY

### General Summary

Under the direction of a District Court Judge, utilizes and maintains electronic recording equipment to record court proceedings. Prepares logs of court proceedings while recording all court activity. Updates files on the computer in the courtroom simultaneously with court recording and logging. Prepares official transcripts of proceedings. Performs secretarial functions for the Judge, includes typing various documents and correspondence, screening calls and visitors, maintaining judicial files, and performing related secretarial functions.

### Essential Functions

1. Utilizes and maintains electronic recording equipment to record district court proceedings including arraignments, pleas, sentencings, civil cases, jury and non-jury trials, and other matters. Monitors the recording through earphones to ensure an appropriate record. Plays back testimony while in session.
2. While recording proceedings, prepares a detailed log of court activity, includes identifying the speaker and noting the point that exhibits are marked, witnesses are called, and other actions occur in order to assist in transcript preparation.
3. Enters information to computer system while in the courtroom, including new court dates, attorney bar numbers, bond information, dispositions, jail commitments and other information. Generates various forms and documents from the computer in courtroom.
4. Marks and maintains a record of exhibits and provides other assistance to the Judge in the courtroom.
5. Prepares official verbatim transcripts of preliminary examinations, appeals, and other cases as requested. Proofreads transcripts, certifies copies, and prepares billings as appropriate.
6. Maintains files of transcripts, tapes, and courtroom notes as required by court rules.
7. Selects juries by calling the names provided by Jury Clerk of individuals in the jury pool. Documents juror information.
8. Prepares return to Circuit Court paperwork for felony charges that are bound over or waived to Circuit Court. Includes entry of information to data base, merging information to a form and printing necessary documents.

9. Prepares appeal paperwork which includes typing and processing notice of filing of transcript and affidavit of mailing.
10. Transcribes dictation for the Judge and types correspondence, opinions, orders, and other legal documents.
11. Assists in maintaining files for the Judge such as those related to correspondence and administrative matters.
12. Receives calls of attorneys, defendants, and others regarding transcripts, scheduling matters, court procedures and specific case information; determines which matters need the Judges attention and responds to others.
13. Performs a variety of support tasks such as maintaining supplies, searching for files, troubleshooting computer problems, and related tasks.

### Other Functions

14. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** High school graduation or its equivalent, with advanced legal secretarial training including coursework in legal terminology. Prefer an Associates Degree in a legal area.

**Experience:** Two years of secretarial work in a court or legal setting with substantial word processing experience. Experience must provide working knowledge of criminal and civil justice systems and procedures, court policies and procedures, and related statutes and ordinances.

**Other Requirements:** Must be certified as an Electronic Court Recorder by the Michigan Supreme Court within 18 months of employment.

**FLSA Status:** Non-exempt.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to operate electronic recording equipment.  
Ability to withstand prolonged periods of sitting in court monitoring and operating recording equipment and while transcribing.  
Ability to access the courtroom and court offices.

**Working Conditions:**

Work performed in office conditions and in the courtroom.  
Exposure to persons charged or convicted of criminal offenses.

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Human Resources

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Dept. Head