

**Allegan County
48th Circuit Court
Criminal/Civil Division**

Job Title: Court Recorder/Judicial Secretary

Reports to: Circuit Court 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 judicial secretary transcribing correspondence, opinions and orders, screening visitors and telephone 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. Marks and controls all exhibits during proceedings and swears in all witnesses.
2. Prepares or supervises the timely preparation of verbatim transcripts of court proceedings upon request. Proof reads transcripts, certifies copies and prepares billings as appropriate.
3. Maintains files of transcripts, tapes and all other related materials.
4. Schedules criminal pre-trials, including sending out all notices.
5. Communicate and coordinate with Probation/Parole, Friend of the Court and the Sheriff's Department for all arraignments and hearings.

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, opening and routing mail, 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.

Reviews court orders for completeness and accuracy prior to judicial signature and distributes orders to appropriate parties.

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.

Sits in and takes notes on interviews of children in custody cases.

Communicate with law enforcement to provide and request information about complaint and investigative reports, witnesses and related matters.

Keeps bail bondsmen list updated on an annual basis.

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 or equivalent. Additional advanced legal secretarial coursework desirable.

Experience: Two to three years 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.