

88th District Court-Alpena
Certified Court Recorder

POSITION DESCRIPTION: COURT RECORDER

POSITION AVAILABILITY: January 4th, 2021

DEADLINE DATE: November 3rd, 2020

STARTING HOURLY RATE: \$18.84

MINIMUM QUALIFICATIONS

Education:

Graduation from high school (postgraduate courses in word processing, typing, and paralegal studies including training in the proper operation of recording equipment if desirable), supplemented by at least three years experience in court clerical or secretarial activities; or any equivalent combination of training and experience.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job

Other:

Must possess Certified Electronic Recorder (CER) certification as designated by the Michigan Supreme Court. **MCL 600.8602 Appointment of recorder or reporter; appointment of additional recorders or reporters; functions and duties.** The District Court Judge shall appoint his or her own recorder or reporter.

Successful completion of Criminal and Employment Background investigation required.

All interested parties should submit application and resume to the following address:

Alpena County Annex
88th District Court
Attn: Mary M. Muszynski-Court Administrator
719 W. Chisholm St.,Ste.3
Alpena,MI 49707

or

Faxed to: (989)354-9785

No person shall, on the grounds of race, religion, color, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, or denied employment with the 88th District Court.