

**52-3 DISTRICT COURT
OAKLAND COUNTY MICHIGAN**

POSITION OPENING

POSITION: COURT RECORDER

ANNUAL SALARY RANGE: \$53,942 - \$72,272

DESCRIPTION OF WORK

Under the direction of the District Court Judge, the Court Recorder is responsible for all secretarial and certified court reporting for the Judge. As a Certified Court Recorder, this position requires recording verbatim court proceedings using a JAVS digital court recording system. This position requires complex and confidential legal secretarial support. The applicant must be highly organized and able to work in a fast-paced environment.

A. Minimum Qualifications

1. High school graduate
2. Pass the employment medical examination provided by the County of Oakland
3. Successfully complete a six-month probationary period
4. Possess certification and annually maintain such certification as a Certified Electronic Recorder by the Michigan Supreme Court's Administrative Office.

B. Desirable Qualifications

1. Possess at least two (2) years of full-time court recorder and/or clerical experience in a legal setting.
2. Possess bachelor's degree from an accredited college or university.
3. Possess knowledge of specialized terminology related to the legal profession.
4. Possess knowledge of policies and procedures of a district court.
5. Possess knowledge of office practices and procedures.
6. Possess ability to develop and maintain effective working relationships with administrators, employees and the general public.
7. Possess exceptional computer skills.

HOW TO APPLY

Email or mail resume and references to:

Debbie Meltzer
Supervisor, Court Administration
52-3 District Court
700 Barclay Circle
Rochester Hills, MI 48307
meltzerd@oakgov.com

Deadline to Apply: May 14, 2021 at 4:00pm