

# 54-A DISTRICT COURT

124 W. Michigan Ave., 6<sup>th</sup> Floor City Hall, Lansing, MI 48933

## DISTRICT JUDGES

LOUISE ALDERSON  
STACIA BUCHANAN  
CYNTHIA M. WARD  
KRISTEN D. SIMMONS



**Court Administrator**  
ANETHIA O. BREWER

**Magistrate**  
LAURA A. MILLMORE

## **POSITION: COURT RECORDER / LEGAL SECRETARY (EXEMPT)**

Department: Judicial (Judge Stacia Buchanan)  
Annual Salary: \$37,859 - \$50,691  
Benefits: Includes health and dental insurance, retirement benefits

**EDUCATION & EXPERIENCE REQUIREMENTS:** High School Diploma or GED equivalent. Previous knowledge of and/or experience with court related processes and procedures; completion of office procedures course work preferred. Must possess a certificate as a Certified Electronic Operator through the State of Michigan. Must possess or obtain certification as a Certified Electronic Recorder through the State of Michigan within 120 days of hire, or as soon as testing is made available. This position serves at the pleasure of the Judge.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:** In addition to court recording, applicant must have knowledge of court methods and techniques, and of general record keeping and filing systems. Strong oral and written communication skills, customer service skills, and organization skills are critical. Must be able to deal effectively with the general public in handling situations of a difficult nature; to establish and maintain effective relationships with co-workers; to work under pressure; to exercise independent judgment in accordance with Court policies and procedures; and maintain confidential information. Must be skilled in the use of computer software programs (i.e. Microsoft Word, Outlook and DCR Recording), as well as other office equipment. Preferred experience using JIS and LEIN.

**ESSENTIAL JOB FUNCTIONS:** Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted or modified at any time.

- Record court proceedings and prepare transcripts as ordered pursuant to court policies and the Michigan Court Rules.
- Ability to understand and follow oral and written instructions.
- Effectively communicate with judges, lawyers, members of other agencies and the public via US mail, email, telephone and in person.
- Perform clerical duties such as making copies, filing, filling out forms, typing correspondence and other documents.
- Enter data into a case management system. Must be able to type with speed and accuracy consistent with established standards for this position.
- Schedule cases, generate notices, and perform other functions using the Court's case management system and reference guides.
- Move files, records media, and other materials, lifting up to 40 pounds, to and from the Court's offices and storage facilities.
- Record and perform similar duties for other judges as directed.

"Equal Opportunity Employer"

MAIN COURT NUMBER  
(517) 483-4433

TRAFFIC-CRIMINAL DIVISION  
(517) 483-4445

CIVIL DIVISION  
(517) 483-4426

PROBATION DIVISION  
(517) 483-4424

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- Check in persons appearing for hearings and assist with moving cases through the Court.
- Understand and perform various aspects of case processing.
- Adapt to changing technology and procedures.

**SHIFT & HOURS OF WORK:** Monday through Friday (\*typical hours 8am-5pm)

**PHYSICAL REQUIREMENTS:** Walking, standing, carrying, bending, lifting, sitting for considerable periods of time, talking, pushing, finger dexterity, lift up to 40 lbs., and perform repetitive hand/arm movements.

**ENVIRONMENTAL CONDITIONS:** Two person office; routine and occasionally significant fluctuations in temperature; limited privacy.

**SELECTION PROCESS:** An interview, questionnaire, writing sample, written and/or typing test may be conducted with all persons referred to evaluate required knowledge, skills and abilities. Criminal history, L.E.I.N. and Secretary of State record checks will be conducted and a signed release is required for previous/current employment work records.

**To Apply:** Submit a 54-A District Court employment application\*, resume and cover letter to:

**Susan Knieling, Deputy Court Administrator  
54-A District Court  
124 W. Michigan Ave., 6<sup>th</sup> Floor  
Lansing, Michigan 48933**

\*Applications forms are available on line at [www.54adistrictcourt.com](http://www.54adistrictcourt.com). Applications must be downloaded and mailed to the above address, emailed to [susan.knieling@lansingmi.gov](mailto:susan.knieling@lansingmi.gov), or faxed to (517) 483-4478. **Note: applications received without a resume and cover letter will not be considered.** If you need a disability related accommodation, please contact the 54-A District Court at (517) 483-4443.

**Deadline to Apply: Open until filled.**

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, or disability of any individual.

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