

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES

FRANK J. DeLUCA
LOUISE ALDERSON
HUGH B. CLARKE, JR.
STACIA BUCHANAN



Court Administrator
ANETHIA BREWER
Magistrate
LAURA A. MILLMORE

JOB POSTING

POSITION: COURT RECORDER / LEGAL SECRETARY (EXEMPT)

ANNUAL SALARY: \$35,687 - \$47,782

DEPARTMENT: JUDICIAL (JUDGE CYNTHIA WARD)

BENEFITS: MEDICAL, DENTAL AND LIFE INSURANCE

TO START: WEDNESDAY, JANUARY 2, 2019

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 or obtain certification as a Certified Electronic Recorder through the State of Michigan within 30 days of hire. Certification and experience as a court recorder preferred. 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 to 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.

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.
- Effectively communicate with judges, lawyers, members of other agencies and the public via 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 computer terminal. 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 computer system and reference guides.
- Move files, records media, and other materials, lifting up to 35 pounds, to and from the Court's offices and storage facilities.
- Record and perform similar duties for other judges as directed.
- 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, seeing, hearing.

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 required for previous/current employment work records.

TO APPLY: Submit a 54-A District Court employment application*, a letter of interest, resume, proof of a high school diploma or GED, and proof of CER certification, if certified, to the following:

**Attn: Anethia Brewer, Court Administrator
54-A District Court
124 W. Michigan Ave.
Lansing, Michigan 48933**

Application forms are available at www.54adistrictcourt.com. ***Please note that we are currently unable to process applications submitted on line.*** Applications may be mailed to the above address or faxed to (517) 483-4478. If you need a disability related accommodation, or have questions about the application process, please contact the 54-A District Court at (517) 483-4443.

CLOSING DATE: December 14, 2018. Position will start January 2, 2019.

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, arrest record, or handicap of any individual.
