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Washtenaw County

JOB DESCRIPTION

Job Code: 2538
Authorization: 99-0253
Budget Process 2000/2001
Reference: 81-0381
Employee Group: 32
October, 2002

CLASS TITLE: DISTRICT COURT RECORDER
DEPARTMENT: District Court
FLSA STATUS: Non-Exempt

JOB SUMMARY: Under the supervision of a Judge or Magistrate, provides varied, responsible, and independent secretarial and office administrative assistance to an Judge or Magistrate; records court proceedings and prepares transcripts as required; performs related work as assigned.

EXAMPLES OF DUTIES:

Essential Duties:

- . Coordinates the schedule of the Judge or Magistrate to which assigned with that of Court Administration, attorneys, law enforcement officials and other case participants; maintains liaison with such individuals.
- Ensures that files and all relevant materials are available for each scheduled case; ensures that documents are completed and that proper signatures are obtained; maintains a complete log of all Court proceedings.
- Receives and screens visitors and telephone calls, providing information which requires the interpretation of Court policies and procedures.
- Provides electronic recordings for all Court proceedings; operates electronic equipment to document proceedings and prepares transcripts as requested.
- Researches and compiles a variety of informational materials; summarizes such information and prepares statistical and other reports related to the work of the Court.
- Types or word processes a variety of legal documents, correspondence, reports and forms from drafts, notes, prior forms or brief instructions; composes standard correspondence and other materials independently.

- Use technology as needed in court hearings including but not limited to Zoom, Polycom, Language Line, FTR and other.

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- Proofreads prepared materials for accuracy, completeness and compliance with Court and County policies and procedures.
- Organizes and maintains various files; locates information as required for the work of the department; tracks the issuance of official documents; may purge files and/or prepare information for long-term storage.
- Enters and retrieves data and prepares reports using an on-line or personal computer system; may operate and maintain data base or other automated files and systems.
- Follows up on projects; transmits information to other departments or to organizations outside of the Court; keeps informed of Court activities so as to give out appropriate information and coordinate support activities.

Important Duties:

- Swears in witnesses and others in the courtroom; may escort individuals out of the courtroom during proceedings as directed.
- May act for Certified Court Recorders in other courts on a relief basis.
- Operates standard office equipment, including a VDT terminal; may be required to drive a County vehicle to various work sites.
- Performs other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS:

Knowledge of:

- Policies, procedures, rules and regulations related to the activities of the Court function to which assigned.
- Practices and requirements for producing and transcribing certified electronic recordings.

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- Office administrative and secretarial practices and procedures, including filing and business letter writing.
- Records management principles and practice.
- Business arithmetic, including percentages and decimals.
- Current English usage, including spelling, grammar and punctuation.
- Business data processing principles and systems, including the use of word processing or personal computing equipment.

Skill in:

- Performing varied and responsible legal secretarial and office administrative work.
- Organizing work, setting priorities, meeting critical deadlines and following up on work with minimal supervision.
- Using tact, discretion, initiative and independent judgment within established procedural guidelines.
- Applying and explaining policies and procedures.
- Organizing and maintaining accurate files and records.
- Making accurate arithmetic calculations.
- Preparing routine correspondence from brief instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Typing accurately at a rate of 55 net words per minute from printed copy.

Licenses/Certifications:

Must possess a Michigan State Certification as a Court Recorder. Specified positions may require possession of a valid Michigan driver's license.

CER certification preferred and may be required within one year of employment.

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PHYSICAL DEMANDS:

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer; vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION:

Equivalent to graduation from high school. Two (2) years of college, business or technical school training in office administrative or legal secretarial fields are desirable.

EXPERIENCE:

Three (3) years of clerical or office support experience. Some secretarial or office administrative experience is desirable, particularly in a court or legal office setting.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.