

Juvenile Register/Recorder

Under the supervision of the Probate and Family Court Administrative Supervisor and Judicial Assistant, utilizes and maintains electronic recording equipment to record the hearings of a Judge or Referee. Prepares logs of court proceedings while recording all court activity. Prepares and files official verbatim transcripts of requested court proceedings. Serves as courtroom clerk. Opens new case files, performs data entry, and assists in maintaining court records. Provides register services to attorneys, litigants, law enforcement and court personnel and other parties. Performs a variety of administrative functions.

Associate's Degree and two years of progressively more responsible experience in case processing or administrative support in a court or legal setting. Michigan Court Reporting Certification from the Michigan Supreme Court. Knowledge of basic court proceedings and the State of Michigan Court system, court procedures, practices and statutes, analyzing and researching statutes and case law, preparing and interpreting legal documents, and maintaining files. Ability to maintain office confidentiality. Skill in proofreading, reviewing forms, documents, preparing transcripts, and reports. Skill in assembling and analyzing data and preparing comprehensive and accurate reports. Skill in effectively communicating ideas and concepts orally and in writing. Demonstrated ability to maintain professional integrity and respect for victims, witnesses, and families, including the ability to effectively meet and deal with the public. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.

Current salary range starting at \$17.80/hr progressing to \$23.13hr (7 year progression) with a competitive fringe benefit package.

You must provide a resume and Midland County application which can be submitted to Midland County Human Resources, 220 W. Ellsworth Street, Midland, MI 48640 or email HR@co.midland.mi.us You can obtain an application from our website at www.co.midland.mi.us/HumanResources/JobPostings Application deadline: Position will remain open until filled. Applications will be reviewed as they are received.

**MIDLAND COUNTY
JOB DESCRIPTION**

JUVENILE REGISTER/RECORDER

Supervised By: Probate and Family Court Administrative Supervisor and Judicial Assistant
Supervises: None

Position Summary:

Under the supervision of the Probate and Family Court Administrative Supervisor and Judicial Assistant, utilizes and maintains electronic recording equipment to record the hearings of a Judge or Referee. Prepares logs of court proceedings while recording all court activity. Prepares and files official verbatim transcripts of requested court proceedings. Serves as courtroom clerk. Opens new case files, performs data entry, and assists in maintaining court records. Provides register services to attorneys, litigants, law enforcement and court personnel and other parties. Performs a variety of administrative functions.

Essential Job Functions:

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Utilizes and maintains electronic recording equipment to record delinquent and neglect/abuse hearings. Monitors the recording through earphones to ensure an appropriate record. Requests speakers to direct themselves to the microphone, clarify inaudible statements, or to spell technical or unfamiliar terms to ensure an accurate and complete recording. Plays back testimony while in session.
2. While recording proceedings, prepares a log of court activity, including identifying the speaker and noting the point that exhibits are marked, witnesses are called and other actions that occur in order to assist in transcript preparation.
3. Prepares all orders following hearings, including keeping track of any State Court Administrator's Office forms and updates. Sends orders to all parties and prepares proofs of service. Prepares summons for trial. Prepares all appeal orders and completes necessary paperwork to send a case to the Court of Appeals.
4. May serve as courtroom clerk including swearing in witnesses, preparing an exhibit log for counsel and marking and maintaining exhibits. Provides other assistance to the Judge or Referee in the courtroom, including performing legal research as needed.

5. Opens case files and new petitions, appoints legal counsel as requested or mandated and completes other steps necessary to initiate case.
6. Reviews files and ensures their readiness for courtroom action, including but not limited to, setting up video hearings for incarcerated individuals, or arranging with Court Officer for prisoner transport.
7. Enters all hearing information into the Judicial Information Systems and updates information as necessary. Enters juvenile case information into the system including information on the petition, parties, event information from the complaint, notice of hearing, and other documentation.
8. Prepares official verbatim transcripts of court proceedings, within statutory time limits, as requested. Proofreads transcripts and certifies copies.
9. Maintains equipment and supplies for the courtroom. Maintains files of transcripts and courtroom notes as required by court rules. Receives and reviews all court orders and reports and distributes to interested parties.
10. Assists with administrative support tasks in the Juvenile Division, including answering the telephone, creating correspondence and other documents, maintaining files, and performing other duties as needed. Performs record checks for military personnel and other courts.
11. Assists in maintaining all records and files of the Juvenile Court, including court legal and social files, computer case management system, placement records, and State reports, including the State Permanency Indicator Report. Prepares forms as needed to get permission from the state to destroy records.
12. Prepares motions, orders, and publication notices as needed on dependent/neglect cases involving missing parents. Locates and identifies parents, including but not limited to, serving parents, and explaining court procedures. Secures publication on missing parents.
13. Performs other duties as required.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree and two years of progressively more responsible experience in case processing or administrative support in a court or legal setting.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Court Reporting Certification from the Michigan Supreme Court.
- Knowledge of basic court proceedings and the State of Michigan Court system, court procedures, practices and statutes, analyzing and researching statutes and case law, preparing and interpreting legal documents, and maintaining files.
- Ability to maintain office confidentiality.
- Skill in proofreading, reviewing forms, documents, preparing transcripts, and reports.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrated ability to maintain professional integrity and respect for victims, witnesses, and families, including the ability to effectively meet and deal with the public.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and court-related and public safety software, and the ability to master new technologies.
- Skill in the use of audio and video equipment.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs.

without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office or court setting where the noise level is quiet and sometimes moderate.