

**INGHAM COUNTY
JOB DESCRIPTION**

SECRETARY/COURT RECORDER - PROBATE COURT

General Summary:

Under the direction of a Probate Court Judge, utilizes and maintains electronic recording equipment to record court proceedings. Prepares logs of court proceedings while recording all court activity. Updates files on the computer. Prepares official transcripts of proceedings. Performs secretarial functions for the Judge, includes typing various documents and correspondence, screening calls and visitors, maintaining judicial files, and performing related secretarial functions.

Essential Functions :

1. Prepares courtroom for proceedings, includes checking operation of recording equipment, monitoring placement of microphones, ensuring sufficient supplies, and ensuring readiness of case files.
2. Utilizes and maintains electronic recording equipment to record district court proceedings including arraignments, pleas, sentencing, civil cases, jury and non-jury trials, and other matters. Monitors the recording to ensure an appropriate record. Plays back testimony while in session.
3. While recording proceedings, prepares a detailed log of court activity, includes identifying the speaker and noting the point that exhibits are marked, witnesses are called, and other actions occur in order to assist in transcript preparation. Maintains log of recorded proceedings for permanent court record including names of parties, nature of proceedings, and related information.
4. Marks and maintains a record of exhibits and provides other assistance to the Judge in the courtroom.
5. Prepares official verbatim transcripts of preliminary examinations, appeals, and other cases as requested. Proofreads transcripts, certifies copies, and prepares billings as appropriate.
6. Maintains files of transcripts, tapes, and courtroom notes as required by court rules.
7. Prepares appeal paperwork which includes typing and processing notice of filing of transcript and affidavit of mailing.
8. Transcribes dictation for the Judge and types correspondence, opinions, orders, and other legal documents.
9. Reviews and sorts the Judge's mail, determines matters needing the Judge's attention or signature, and processes or distributes items.

10. Schedules the Judge's calendar and makes appointments.
11. Assists in maintaining files for the Judge such as those related to correspondence and administrative matters.
12. Receives calls of attorneys, defendants, and others regarding transcripts, scheduling matters, court procedures and specific case information. Determines which matters need the Judge's attention and responds to others.
13. Facilitates public relations for the Court, includes scheduling tours and providing forms to media and ensuring completion of such forms.

Performs a variety of support tasks such as maintaining supplies, searching for files, copying documents, and related tasks.

Other Functions :

14. Performs public relations functions for the Court such as leading students on tours and explaining court operations.

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

Employment Qualifications :

Education: High school graduation. Prefer some advanced legal secretarial training including coursework in legal and medical terminology.

Experience: Two years of secretarial work in a court or legal setting with substantial word processing experience. Experience must provide working knowledge of criminal and civil justice systems and procedures, court policies and procedures, and related statutes and ordinances.

Other Requirements: Must be certified as an Electronic Court Recorder by the Michigan Supreme Court within 18 months of employment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

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Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to operate electronic recording equipment, copy machine, fax machine, and other office equipment.

Ability to withstand prolonged periods of sitting in court monitoring and operating recording equipment and while transcribing.

Ability to access the courtroom and court offices.

Ability to lift and transport files and other materials weighing up to 20 lbs.

Working Conditions:

Work performed in office conditions and in the courtroom.

Regular contact with persons charged with and/or convicted of criminal offenses.

Regular exposure to persons with various communicable diseases.

