

Court Recorder**GENERAL SUMMARY**

Primary functions of the job are to provide clerical support within the courtroom and directly to Judges, including transcribing court proceedings, and organizing jury selection. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Records court proceedings, hearings, and trials verbatim, utilizing applicable computer-aided equipment.
- Directs speakers to microphone, clarifies inaudible statements and notes identification of speakers, noting point of important actions in order to ensure accurate recordings and transcripts.
- Transcribes, edits, and certifies transcripts, ensuring compliance with established deadlines, and distributes as directed.
- Maintains recording equipment.
- Provides basic customer service, including delivery of accurate, prompt, and courteous assistance on policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
- Processes, compiles, researches, and analyzes case files in preparation of court proceedings, and prepares and verifies notices, correspondence, and other documents utilizing applicable software, within established procedures.
- Sorts, files, and maintains materials and filing systems (paper, computer or imaging), retrieves file materials, and keeps a record of file movement.
- Schedules and maintains court room and Judges calendars.
- Uses a wide variety of office machines such as printers, personal computers, facsimile machine, postage machine, adding machine, scanners, and copiers.
- Monitors all pending cases to comply with case disposition timelines.
- Produces accurate and legible dispositions in the court room to reflect an accurate court record.
- Performs secretarial duties for the assigned Judge and acts as receptionist.
- Assists or substitutes for other 86th District Court judicial staff as needed.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High school graduation or G.E.D.
- Two to four years of experience utilizing computers and general office work
- College level course work in a related field may substitute for up to one year of experience

CERTIFICATIONS, LICENSES (minimum requirements)

- Certification by the State of Michigan as a Court Recorder

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves performing basic tasks every day and follows well-established procedures in which daily instructions are given and tasks are performed according to specified guidelines. Errors at this level could lead to minor inconvenience and consequences that may not be obvious outside the work unit and have little effect on service to the public and may result in limited financial impact or cost and can generally be detected easily by the employee and corrected.

Compared to Chief Court Recorder, does not supervise staff.

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves performing basic tasks every day and follows well-established procedures in which daily instructions are given and tasks are performed according to specified guidelines. Errors at this level could lead to minor inconvenience and consequences that may not be obvious outside the work unit and have little effect on service to the public and may result in limited financial impact or cost and can generally be detected easily by the employee and corrected.

Compared to Chief Court Recorder, does not supervise staff.



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 50 pounds (such as a box of paper)
- May be exposed to criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Knowledge of English grammar, spelling, and punctuation, including idioms, slang, and regionalisms
- Knowledge of legal principles, practices, and terminology, and court proceedings
- Skill in operating applicable court reporting equipment
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Basic skill in use of personal computer software, including word processing
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to detect basic errors and make corrections as directed and under established procedures
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to use County resources effectively and efficiently