

**INGHAM COUNTY  
JOB DESCRIPTION**

**COURT RECORDER-FAMILY COURT**

**General Summary :**

Under the supervision of the Chief Referee of the Juvenile Division, utilizes electronic recording equipment to record hearings. Prepares official transcripts of proceedings as required. Serves as receptionist for the Court and greets visitors and directs to proper office or answers inquiries. Performs a variety of support functions such as utilizing word processing to prepares correspondence, memos, and other documents, processing dismissals and other records, and backing up the scheduling clerk and official court reporters as requested.

**Essential Functions :**

1. Utilizes electronic recording equipment to record various hearings and proceedings of judges, attorney referees and non-attorney referees, 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. Acts as back-up for official court reporters as requested.
2. While recording proceedings, prepares a log of activity, includes identifying the speaker and noting the point that certain actions occur in order to assist in transcript preparation.
3. Prepares official verbatim transcripts of preliminary hearings, pre-trials, jury and bench trials, dispositional hearings, reviews, and other cases as requested. Proofreads transcripts, certifies copies, and prepares billings as appropriate.\_
4. Maintains files of transcripts, tapes, and courtroom notes as required by court rules and as outlined in the state manual for court reporters and recorders.
5. Serves as receptionist for the Juvenile Division and greets visitors, responds to inquiries, explains procedures, distributes necessary forms, obtains pertinent information from witnesses and others, and directs individuals to proper office or agency. May require looking up information in computer system to answer inquires. Answers the general Juvenile Division telephone lines and responds to inquiries, provides scheduling information, explains court policies and procedures and/or directs to the proper individual or agency.
6. Backs-up the scheduling clerk and schedules hearings, maintains the scheduling book, takes calls on emergency neglect/abuse preliminary hearings and sets time and date, appoints counsel, and notifies interested parties.
7. Performs records processing tasks such as processing dismissals by preparing request and order, copying documents, obtaining signature, and distributing copies.

8. Types correspondence, memos and related documents.
9. Performs general support tasks such as checking attorney vouchers for errors and omissions, distributing daily schedules, and related tasks.

**Other Functions :**

10. None listed.

*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 or equivalent. Prefer advanced legal secretarial coursework.

**Experience:** One year of legal secretarial experience, preferably in a court providing knowledge of medical and legal vocabulary.

**Other Requirements:** Certified as an Electronic Court Recorder by the Michigan Supreme Court within six month after 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.*

**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.

Ability to enter and retrieve information from a computer.

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

Ability to access files.

Ability to lift and carry files weighing up to 15 lbs.

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

**Working Conditions:**

Works in office setting and the courtroom.

Exposure to youths with various emotional problems and/or violent youths and their parents.

