

**INGHAM COUNTY  
JOB DESCRIPTION**

**LEGAL STENO - FRIEND OF THE COURT**

**General Summary :**

Under the supervision of a Friend of the Court Attorney, provides a broad range of secretarial functions. In addition to answering and screening telephone calls, utilizing word processing to prepare a variety of documents, and maintaining records systems, performs a variety of tasks requiring a thorough knowledge of Court rules and departmental policies and procedures. Attends Court hearings and bench warrant hearings to take and transcribe notes and provide assistance to the Attorney. Transcribes and prepares correspondence, orders, and reports and a variety of legal documents for attorneys.

**Essential Functions :**

1. Attends bench warrant hearings and uses shorthand or speed writing to record testimony. Transcribes notes taken at hearings, proofreads and processes for Court records and/or Friend of the Court files, including dispositions, orders, agreements on the record, referees' recommendations, and various other proceedings. Accompanies attorney to court on show cause and other hearings to take and transcribe notes and provide assistance to the attorney.
2. Transcribes dictation from Attorney/Referees, sets-up, and types correspondence, referee reports, bench warrants, court orders, reports, and a variety of other documents unique to the office of the Friend of the Court. May require the extraction of information from case or project files and other sources. Edits, proofreads, processes and distributes documents.
3. Reviews files prior to Show Cause Hearings and Bench Warrant Hearings to ensure that all necessary documentation is present and in order.
4. Coordinates Attorney/Referee docket by scheduling appointments and referee hearings regarding child support modifications requested by client or referral orders received from judges. Processes documentation and notices all parties and attorneys involved.
5. Maintains Friend of the Court files assigned to supervising Attorney/Referee, includes inputting changes of address, return dates of bonds, and other case information to the computer system and case files.
6. Prepares monthly status reports for Attorney/Referee, including statistical reports for stipulations and orders, liens, hearings, cases dismissed, and various other hearings ordered by referral orders from judges.

7. Responds to inquiries of visitors and telephone callers regarding departmental procedures, schedules, case information and other matters. Pulls case file as necessary to respond. Reviews complaints and obtains necessary information, provides case and procedural information, and refers to other staff as necessary.
8. Reviews incoming correspondence and determines proper destination, may include drafting a response to straightforward matters for supervisory signature.
9. Performs a variety of other support functions such as assembling data, copying materials, faxing documents, tracking down information, and related tasks.

**Other Functions :**

11. 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 with some advanced coursework in word processing, writing skills, and related legal secretarial areas.

**Experience:** Two years of secretarial experience in a court or related legal setting.

**Other Requirements:**

*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 access departmental files.

Ability to enter and retrieve information from a computer.

Prolonged periods of sitting at a computer terminal.

Ability to lift and/or move file boxes weighing up to 40 lbs.

Ability to travel to Jail for hearings.

**Working Conditions:**

Works in office conditions and travels to court and jail locations.

Regular exposure to clients in various emotional states who may be verbally abusive or hostile.

Exposure to individuals incarcerated for a variety of criminal offenses.

