

**INGHAM COUNTY
JOB DESCRIPTION**

COURT REPORTER PROBATE COURT

GENERAL SUMMARY:

Serves as an official court stenographer making verbatim records of all court proceedings. Prepares typed transcripts of the record and maintains related files. Work follows a well-standardized procedure and receives supervision from the judges by review of the written record and personal observation.

TYPICAL DUTIES:

1. Using manual or machine shorthand, records examination, testimony, judicial opinions, judges charge to jury, sentence and other court proceedings.
2. Reads portions of the transcript during trial on judges request, and asks speakers to clarify inaudible statements.
3. Transcribes recorded material using a typewriter or dictates material into a recording machine for other typists to prepare final transcript.
4. Proofreads transcripts, binds, and certifies all copies.
5. Files and maintains notes and copies of typewritten transcripts.
6. As requested, files transcripts and transcript certifications with Appellate Court.
7. In the absence of the Judge's Secretary, answers the telephone and receives visitors for the Judge.

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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.