

COURT RECORDER

POSITION SUMMARY: The Court Recorder is a legal professional position and is responsible for and performs a variety of administrative, technical and support functions related to the operation of the Court. This position is responsible for assisting with the efficient and orderly operations within a Court. This position performs basic, complex and specialized legal work. Work involves the application of accepted legal processes and practices and applies knowledge to analyze and respond to matters within established limits. An employee in this position may train, supervise and evaluate assigned personnel engaged in various jobs within the department. An employee in this position will exercise independent judgment and discretion, as well as make routine and non-routine decisions and may assist with development of policies, guidelines and procedures.

SUPERVISION RECEIVED: Work performed is under the direction of the District Court Judges, Court Administrator or designee.

SUPERVISION EXERCISED: Supervision may be exercised over subordinate department personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with Judges, Court Administrator and others to establish priorities, develop department plans and goals, coordinate activities and implement projects. Attend meetings as required.
2. Provide administrative, technical and legal support for Judges, the Court Administrator, and court proceedings, such as arranging trial dates, scheduling court appearances, sending court orders and managing court fee payments. May manage the process and/or paperwork on the selection of a jury and monitor court performance statistics.
3. Serve as court recorder, recording and transcribing court proceedings.
4. Uses electronic equipment or other method to record district court proceedings, 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.
5. While recording proceedings, prepares a log of court activity, includes identifying the speaker, noting the point certain actions occur, such as the introduction of exhibits, drawing of diagrams and exchange of papers, in order to assist in transcript preparation.
6. Uses equipment and technology to prepare official verbatim transcripts of preliminary examinations, appeals and other cases as requested. Proofreads transcripts and certifies copies.
7. Manage pleadings and administrative documents that are filed in various types of cases pending before the court.

8. Answer inquiries about judicial processes and court logistics.
9. May serve as a liaison with attorneys, witnesses, plaintiffs and defendants.
10. May participate in the preparation and administration of operational budget.
11. Inform staff of new or revised procedures and any pertinent information regarding assigned function(s). Assist with updating related policy and procedure manuals.
12. Assist with and ensure completion of office support and clerical work functions including duties such as processing mail, scheduling, recordkeeping and coordinating meetings. Review information for accuracy and make necessary corrections within scope of authority.
13. Compile and analyze data, identify trends or patterns, conduct research, prepare and maintain general as well as complex reports.
14. Receive, investigate and address inquiries and complaints made by citizens, businesses, or other personnel. Follow up on corrective actions and ensure that replies are provided.
15. Maintain confidential records and process or transmit information that requires a high degree of discretion and judgment. Maintain files of transcripts, tapes and courtroom notes and regulate access to filed documents.
16. Serve as a mentor to staff and may act in a supervisory role. Assists with timely training and may assist with performance evaluations and in the selection of personnel. May serve as lead person of special projects and activities.
17. Keep abreast of new developments in the field, new techniques, and current legislation and regulatory developments and issues through continued education and professional growth.
18. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate's degree in political science, criminal justice, business, public administration or a related field and five years of responsible work experience in a court setting. An equivalent combination of education, training and experience may substitute for the degree requirement. A bachelor's degree is preferred.
- B. Must possess and maintain Law Enforcement Information Network (LEIN) Certification.
- C. Must possess and maintain Certified Electronic Recorder (CER) Certification as issued by the appropriate governmental agency.
- D. Ability to obtain certifications such as Notary Public.
- E. Demonstrates knowledge of legal procedures and terminology.
- F. Demonstrates through knowledge and understanding of legal statutes and rules that are stated in the Criminal Procedure Law, Civil Practice Law and Rules, Penal Law and Family

Court.

- G. Ability to exercise independent judgment and discretion and to handle sensitive matters.
- H. Demonstrates ability to develop and follow procedures and develop and carry out routine and complex instructions.
- I. Ability to develop plans and complete special projects from general instructions.
- J. Thorough knowledge of the principles and practices of court administration.
- K. Ability to effectively train and motivate employees.
- L. Demonstrates ability to lead and to work as a team, possess self-supervising attributes and a positive, congenial attitude.
- M. Ability to plan, organize, schedule and coordinate work activities. May direct activities of subordinate employees and volunteers and may serve in a supervisory role.
- N. Demonstrates positive interaction with a diverse group of people, departments and other agencies and has established effective working relationships and uses tact, good judgment and resourcefulness when working with staff, volunteer workers, other governmental agencies and the public.
- O. Possesses excellent organizational skills and an ability to problem solve.
- P. Demonstrates ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information.
- Q. Demonstrates ability to communicate and present information effectively, both in verbal and written manner, to varied audiences.
- R. Ability to perform technical and moderate to complex court and office activities.
- S. Demonstrates proficiency in the use of office equipment and technology including computers and software programs such as Microsoft Office and LEIN. Ability to learn other programs as related to areas of responsibility, and has the ability to quickly learn other technology as necessary.
- T. Demonstrates ability to maintain a comprehensive record keeping system, assemble and present accurate reports and records, compile statistics, analyze complex information and develop recommendations.
- U. Demonstrates skill in organizing schedules and coordinating associated resources.
- V. Proven ability to work effectively within deadlines and changing work priorities.
- W. Ability to work any schedule as necessary to provide proper coverage.
- X. Possession of a valid Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a court and business office setting. The noise level in the work environment is usually quiet.

July 2013
Format Revised September 2018