

## **JOB POSTING**

**POSITION:** Court Recorder/Judicial Aide (40 hrs/wk)

### **PRINCIPAL ACCOUNTABILITIES:**

Record official verbatim courtroom and in-chamber proceedings, maintain this equipment and records produced, and prepare a detailed log regarding courtroom proceedings and exhibits. Mark and store exhibits. Prepare and compose orders of all types, including HIV tests, bench warrants, commitments, etc. Prepare, proofread, and certify official transcripts of requested proceedings, including trials, motions, adjudications, dispositions, domestic proceedings, etc. Serve as Deputy Clerk and perform bailiff duties. Perform office management functions for the judge including maintaining index system, compiling and maintaining statistics, and coordinate contacts. Coordinate, schedule and modify court proceedings and meetings for the judge, anticipating and resolving conflicts. Review court files and brief Judge prior to hearings, or signing of orders, and evaluate requests for communication with the Judge. Participate in jury selection by drawing names, keeping a log of names, excusing the extra juror before deliberations, etc. Assist the public, attorneys, probation officers, caseworkers, law enforcement, and outside agencies.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

Associate's Degree in paralegal or legal secretarial preferred or at least three years experience in court or legal setting in a secretarial position. Skills, knowledge, and abilities should include extensive word processing with 75 wpm, citation system, medical and legal terminology, excellent written and verbal communication skills, work independently and possess an excellent command of the English language. Preferred as a Certified Electronic Recorder.

**DEADLINE TO APPLY:** February 24, 2014 at 5:00 p.m.

### **APPLY TO:**

Kay Budas, Administrative Assistant  
9<sup>th</sup> Circuit Court-Family Division  
1400 Gull Road  
Kalamazoo, MI 49048

OR

By fax to: 269-385-8588

OR

Electronically at [www.kalcounty.com](http://www.kalcounty.com)