

**Resumes should be received by email or fax only.**

**Ms. Jill Palulian, Court Administrator**

**Email: [PalulianJ@oakgov.com](mailto:PalulianJ@oakgov.com)**

**Fax: 248-528-3588**

OAKLAND COUNTY MICHIGAN

Class Title: DISTRICT COURT RECORDER I

Department: 52<sup>nd</sup> District Court

Reports To: District Court Judge

Salary Range: \$38,027 to \$49,505

**A. DESCRIPTION**

GENERAL SUMMARY

Under general supervision, records verbatim District Court proceedings using electronic recording equipment and as requested provides typed transcripts as established by Michigan Court Rules. Maintains records of court proceedings as mandated by Michigan Court Rules. Performs secretarial duties for the judge. Provides orientation to Court Clerk regarding general court procedures. Assists with jury related procedures, docket related matters and during court proceedings may mark, log and retain exhibits as mandated by Michigan Court Rules. Utilizes current county-wide and/or department specific software to complete assignments.

SUPERVISION EXERCISED

None.

TYPICAL DUTIES AND RESPONSIBILITIES

As a Certified Court Recorder, records verbatim District Court proceedings using electronic recording equipment.

As requested by the Judge, plays back all testimony of court proceedings.

Prepares detailed logs of court proceedings and participants recorded as established by Michigan Court Rules.

As requested and following Michigan Court Rules, provides typed transcripts of court proceedings.

Maintains records of court proceedings as mandated by Michigan Court Rules. Records include tapes, log sheets and transcripts requests. Also, as needed prepares tapes and log sheets for long term storage and keeps reference record sheets in the office.

Performs secretarial duties for a District Court Judge which include screening calls, taking messages, answering calls or referring clients to proper parties, preparing correspondence and other judicial documents as instructed or from rough drafts or electronic recording, and scheduling appointments.

Class Title: District Court Recorder I  
Page A2

Provides orientation to Court Clerk regarding general court procedures, court staff and computer software (mainframe and e-mail). May confer with District Court Judge regarding personnel issues related to Court Clerk.

Assists in coordination of video arraignments, out of courthouse arraignments, special meetings and/or special programs and activities for a District Court Judge.

Files forms, records, correspondence or other material following the accepted filing method.

As needed communicates judge's requirements to court personnel.

Assists during court proceedings by marking, logging and retaining exhibits as mandated by Court Rules. Also, may swear in witnesses and/or calculate fines for the judge.

Assists with jury related procedures such as deferment of jurors or escorting jurors during court proceedings.

Assists with docket related matters on all cases.

Operates personal computer to produce logging sheets, correspondence and transcripts.

Utilizes current county-wide and/or department specific software to complete assignments.

APPROVED BY:

  
\_\_\_\_\_

DATE:

03/04/08  
\_\_\_\_\_

**IMPORTANT NOTE:** The primary purpose of this job description is to set a fair and equitable salary range for this job classification. Generally, only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties and responsibilities will be assigned by the supervisor.

OAKLAND COUNTY MICHIGAN

Class Title: DISTRICT COURT RECORDER I

Department: 52<sup>nd</sup> District Court

Reports To: District Court Judge

B. QUALIFICATIONS

EXPERIENCE, TRAINING, KNOWLEDGES, SKILLS & ABILITIES

Under the Merit System Resolution, Section II, adopted November 8, 1966, employees in this class are excluded from the Merit System for the purpose of the manner of selection, appointment, removal from office or limitation or political activity.

Employees in this class are required to:

1. Have regular certification as a Certified Electronic Recorder by the Michigan Supreme Court Administrative Office.
2. Pass the employment medical examination provided by the County of Oakland.
3. Successfully complete a six-month probationary period.

SPECIAL REQUIREMENT

Must maintain Certified Electronic Recorder Certification as set by the Michigan Supreme Court Administrative Office.

NOTE: The Desirable Qualifications for this classification, when provided to the Human Resources Department will be stated on a separate page. These Desirable Qualifications may be subject to revision by the District Court Administrator.

*NOTE: Job performance, knowledge, ability and/or previous experience may substitutes for Desirable Qualifications. The District Court Administrator has the right to waive the desirable qualifications.*

UPDATED: 03/08

OAKLAND COUNTY MICHIGAN

Class Title: DISTRICT COURT RECORDER I

Department: 52<sup>nd</sup> District Court

Reports To: District Court Judge

**B. QUALIFICATIONS**

EXPERIENCE, TRAINING, KNOWLEDGES, SKILLS & ABILITIES

Under the Merit System Resolution, Section II, adopted November 8, 1966, employees in this class are excluded from the Merit System for the purpose of the manner of selection, appointment, removal from office or limitation of political activity.

**A. DESIRABLE QUALIFICATIONS**

1. Be a high school graduate or have a certificate of successful completion of the General Education Development Test.
2. Have had at least two (2) years of full- time clerical experience, at least one (1) year of which included experience in a legal setting.

**B. ADDITIONAL DESIRABLE QUALIFICATIONS**

1. Have reasonable knowledge of specialized technical terminology related to the legal profession.
2. Have reasonable knowledge of policies and procedures of a district court.
3. Have reasonable ability in following procedural changes.
4. Have reasonable knowledge of office practices and procedures.
5. Have reasonable ability to develop and maintain effective working relationships with administrators, employees and the general public.
6. Ability to use word processing computer software.
7. Reasonable ability to utilize current word processing, spreadsheet, database, e-mail and Internet software.

UPDATED: 03/08