

SECRETARY/RECORDER (DISTRICT COURT)

GENERAL STATEMENT OF DUTIES: Performs highly responsible, very difficult legal secretarial tasks which are confidential in nature, acts as secretary for the court; work involves a high degree of judgment and accuracy; works under the general supervision of a 67th District Court Judge or Court Administrator; performs related duties as required.

STATEMENT OF TASKS:

Assists in ensuring efficient flow of courtroom;
Screens visitors, telephone calls and incoming mail;
Maintains court docket;
Performs the duties of a Certified Electronic Recorder in the courtroom;
Operates and tests audio/video equipment to record official activities of the court;
Maintains electronic recordings;
Maintains automated or hand-prepared logs of proceedings and actions;
Correlates such logged information with recorded data;
Prepares a variety of court documentation as required/directed;
Types reports of a confidential nature;
Performs a variety of office support functions as required for the effective functioning of the court as assigned;
May assist or substitute for other District Court Secretary/Recorders as needed;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of office terminology, procedures and equipment and business mathematics and English;
Ability to understand and follow complex oral and written directions;
Ability to maintain complex records and prepare reports from those records;
Ability to make decisions in accordance with laws, ordinances, regulations and established policies;
Ability to demonstrate courteous and cooperative behavior when interacting with the public and staff;
Ability to maintain good interpersonal relationships;
Ability to type 55 net words per minute;
Ability to attend work regularly and work under stressful conditions.

DESIRED QUALIFICATIONS:

Two (2) years of legal secretarial experience and the ability to type .55 net words per minute.

ADDITIONAL REQUIREMENTS:

Must be certified as an Electronic Recorder or Certified Electronic Operator by the State of Michigan; or become certified at his/her own expense within nine months of the date of hire.



Human Resources Director

Established: August 12, 1985
Revised: January 11, 1999
Revised: October 2, 2018