

Job Description

Department: 15th Judicial District Court

Class title: Court Recorder

Job Code: 100120

Pay Scale: TPOAM3

FLSA Status: Non -Exempt

Typical working hours for this position occur during the Court's regular business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. EST. Working hours infrequently may extend beyond 5:00 p.m. at short notice to accommodate the Court dockets.

Job Summary: Under the direction of the individually assigned judge, provides varied, responsible and independent office administrative and secretarial assistance; records court proceedings and prepares transcripts as required; performs clerical support work; and performs related work as assigned.

Examples of Duties:

1. Tests recording equipment before each court docket to ensure the system is working properly;
2. Monitors and electronically records all court proceedings including trials, preliminary examinations, sentencings, arraignments, hearings, motions, opinions, rulings and decisions, etc.;
3. Monitors speaking levels and actions of witnesses, jurors, litigants, attorneys and other parties and advises them, as needed, to speak up or verbally respond to a question so that a clear audible record is made;
4. Maintains a daily log of court proceedings;
5. Prepares and distributes legal documents, correspondence, reports, notices and other forms as needed; proofreads prepared materials for accuracy, completeness and compliance with Court procedures, policies, practices and Michigan Court Rules;
6. Marks physical items introduced into evidence with exhibit stickers;
7. Prepares verbatim transcripts from court records (standard and appellate) and follows established court rules for proper preparation format and filing procedures;
8. Ensures that all files and relevant materials are available for each case scheduled for hearing or trial; ensures proper signatures are attained and that documents are distributed to the proper offices or persons;
9. Updates case information into the case management system;
10. Coordinates interpretation services as needed during court dockets; uses broadcast saucer(s) to ensure calls can be heard throughout the courtroom; monitors locations of attorneys and parties to a case to ensure best call and recording results;
11. Maintains and compiles statistical information related to recorded proceedings;
12. Assists in maintaining and distributing the judge's calendar information to internal court departments, other courts, police agencies, attorneys and case participants;
13. Responds to in-person, telephone, electronic and mail inquiries from attorneys, litigants, police agencies, other courts and the public;
14. Creates copies of video and/or audio files of specified court hearings using current technology when requested by litigants or their attorneys;

15. Files case files, ticket files, forms, cards and other documents both alphabetically and numerically in established filing systems;
16. Locates and retrieves case files, ticket files, forms and other documents from established filing systems;
17. Transports, carries, moves files to and from various locations within the court;
18. Operates equipment such as: court recording equipment, fax machine, PC, printers, copiers, and shredder;
19. Assists or substitutes for other 15th District Court judicial staff as needed;
20. Other relevant duties as assigned by the judges, court administrator or deputy court administrator.

Requirements:

1. Have no felony offense convictions;
2. Pass a criminal background check and drug test;
3. Possess a high school diploma or equivalent;
4. Pass testing requirements to be a certified LEIN (Law Enforcement Information Network) operator within six (6) months of employment and recertify as applicable;
5. Have a minimum of two (2) years office or clerical experience in an office or court environment;
6. Must have State of Michigan certification as a Certified Electronic Operator (CEO) and attain certification as a Certified Electronic Recorder (CER) within first year of employment and recertify as applicable;
7. Be able to understand and follow oral and written instructions;
8. Be able to work independently and to set priorities to meet deadlines;
9. Be able to use sound judgment within established procedural guidelines;
10. Be able to interact firmly, calmly and impartially with attorneys, litigants, witnesses and the general public;
11. Be able to work well in a team environment;
12. Possess attention to detail and accuracy in work performance;
13. Possess considerable knowledge of legal and medical terminology, spelling, rules of grammar;
14. Possess considerable knowledge of court rules, regulations, policies and procedures;
15. Possess good organizational, filing, verbal and writing skills;
16. Computer literate, including the ability to use Microsoft Office Suite, Zoom and Polycom;
17. Be capable of performing the work related in this posting.

Preferred Experience or Education:

Experience working with JAVS digital court recording software.

Experience working with JIS case management system.

Experience typing transcripts of court proceedings.

Experience working with JAVS, Zoom, Polycom and YouTube in combination to create a virtual courtroom.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies.

Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

Description Prepared By: Sheryl Samborn / Reviewed by HR- JC and AW 02/25/22; updated by S. Samborn and L. Hibberd 8/6/2025; HR Review – MB 8/6/2025; Union approved by J. Johns 8/7/2025
