

88th District Court-Alpena
Certified Court Recorder

POSITION DESCRIPTION: COURT RECORDER

POSITION AVAILABILITY: January 4th, 2021

DEADLINE DATE: November 30th, 2020

STARTING HOURLY RATE: \$18.84

MINIMUM QUALIFICATIONS

Education:

Graduation from high school (postgraduate courses in word processing, typing, and paralegal studies including training in the proper operation of recording equipment if desirable), supplemented by at least three years experience in court clerical or secretarial activities; or any equivalent combination of training and experience. **MUST BE CERTIFIED AS A CEO (CERTIFIED ELECTRIC OPERATOR) WITHIN 1 YEAR OF HIRE AND A CER (CERTIFIED ELCTRONIC RECORDER) WITHIN 2 YEARS**

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job

Other:

Must possess Certified Electronic Recorder (CER) certification as designated by the Michigan Supreme Court. **MCL 600.8602 Appointment of recorder or reporter; appointment of additional recorders or reporters; functions and duties.** The District Court Judge shall appoint his or her own recorder or reporter.

Successful completion of Criminal and Employment Background investigation required.

All interested parties should submit application and resume to the following address:

Alpena County Annex
88th District Court
Attn: Mary M. Muszynski-Court Administrator
719 W. Chisholm St.,Ste.3
Alpena, MI 49707

or

Faxed to: (989)354-9785

No person shall, on the grounds of race, religion, color, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, or denied employment with the 88th District Court.

61st DISTRICT COURT

POSITION DESCRIPTION

JOB TITLE: Court Recorder

REPORTS TO: Assigned Judge

SUMMARY

This is responsible recording, clerical and transcription work performed for the 61st District Court-Grand Rapids.

Work includes operating electronic recording equipment to accurately record courtroom and trial proceedings as they occur and to type verbatim transcripts of proceedings upon request. Work also includes marking exhibits and logging proceedings to ensure an accurate transcription. The position is also responsible for scheduling individual docket time for their assigned judge and monitoring all pending cases to comply with speedy trial or case disposition timelines. Work is performed under the general supervision of their assigned Judge and court administration and is reviewed through conferences, observation, and quality of transcribed material.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Records judicial proceedings as they occur in a courtroom of the District Court.

Utilizes software/equipment as determined by the court to digitally record and transcribe court proceedings. Monitors' recording as it occurs to be certain of clear recording. Corrects/reminds participants about location/volume to improve the quality of the recording.

Completes chronological log sheets and other required forms during proceedings.

Lists Judge, attorneys, parties and matters at issue.

Indicates witnesses called, disruptions, recesses and adjournments.

Indicates sentence received or other disposition of the case.

Repeats or reads back information as requested.

Transcribes proceedings within allotted statutory time frame.

Produces accurate, legible copy of portions, or entire contents of matters under appeal, being bound over to the Circuit Court for further action or requested by attorneys or parties to the action.

Completes forms (judgment, bond, etc), enters information in the computer, or transmits/faxes documents as required by the judge.

Responsible for scheduling all individual docket time for assigned judge. Includes evaluation of time needed for the case, type of hearing required, and any consideration for speedy trial or time sensitive hearings (i.e. in custody, etc). May necessitate a review of the file or discussion with other court staff, attorneys, etc.

Responsible for monitoring the judge's pending caseload for speedy trial and case disposition requirements.

Reviews judge's jail/bond list and provides information to the judge in order to review bond/sentences.

Reschedules hearings as necessary to expedite cases.

Performs secretarial duties for the assigned Judge and acts as receptionist.

Screens phone calls and answers questions when appropriate.

Types Judge's correspondence, pre-trial memos, opinions rendered, and various judicial documents.

Handles Judge's mail, both incoming and outgoing, if required.

Assists Judge by giving all necessary clerical support during the performance of courtroom and court related duties.

Performs other related work as assigned.

Performs bilingual skills if possessed for the public in non-courtroom settings

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

WORK REQUIREMENTS

Ability to accept direction and supervision.

Ability to establish and maintain effective working relationships with the bench, bar, court and city employees and the general public.

Ability to understand and follow oral and written instructions and to communicate effectively in both mediums.

Ability to operate technical recording equipment as to accurately and precisely record courtroom proceedings.

Ability to transcribe recorded material verbatim.

Ability to maintain legal and court clerical records as required.

Considerable knowledge of legal and medical terminology, spelling, and rules of grammar.

Considerable knowledge of court rules, regulations, policies and procedures.

Considerable knowledge of the operations, functions, and scope of jurisdiction of the court to which assigned.

Considerable knowledge of the court's computer software programs.

Considerable knowledge of modern office practices and procedures.

QUALIFICATIONS

Education: Graduation from high school (postgraduate courses in word processing, typing, and paralegal studies including training in the proper operation of recording equipment if desirable), supplemented by at least three years experience in court clerical or secretarial activities; or any equivalent combination of training and experience.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Must possess Certified Electronic Recorder (CER) certification as designated by the Michigan Supreme Court. MCL 600.8602 Appointment of recorder or reporter; appointment of additional recorders or reporters; functions and duties. (1) Each judge of the district court shall appoint his or her own recorder or reporter.

PHYSICAL REQUIREMENTS

Frequently required to sit, stand, talk, or listen. Frequently required to operate phones; walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. May be subject to sitting or standing for prolonged periods, reading reports,

forms, and documents. Specific vision requirements include close vision and ability to adjust focus. May occasionally lift and/or move up to 25 pounds.

ENVIORNMENTAL CONDITIONS

Noise level usually quiet. Temperature may fluctuate. Open office environment with limited privacy.

PAY SCALE

Court Recorder 18E (City E10): which is as follows:

\$43,900.00	\$46,488.00	\$48,203.00	\$50,063.00	\$52,070.00	\$53,843.00	\$55,703.00
\$21.1058	\$22.3498	\$23.1744	\$24.0689	\$25.0336	\$25.0336	\$26.7805



ALPENACOUNTY APPLICATION FOR EMPLOYMENT

To the Applicant: We appreciate your interest in Alpena County and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications. You may complete this application now or return the completed application at a later time. You may show this application to any person of your choice.

As an Equal Opportunity Employer, we base employment decisions on job-related information and do not discriminate unlawfully because of race, color, religion, sex, age, national origin or ancestry, marital status, veteran status, height, weight, physical or mental disability unrelated to performance, or any other status protected by law.

PERSONAL

Name _____ Date of Application _____
(Last Name) (First Name) (Middle Name)

Address _____
(Street) (City) (State) (ZIP)

Email address: _____

Telephone Number (with area code) _____ Cell Number (with area code) _____

Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No
(Proof of Citizenship or immigration status will be required upon employment.)

Have you been previously employed here? Yes No If yes, date(s) _____

Supervisor Name (s) _____

Have you filed an application before? Yes No If yes, date(s) _____

List any friends or relatives working here _____

EMPLOYMENT DESIRED:

Position(s) applied for _____

Kind of work sought: Full time Part time Other _____

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for?

Salary desired _____ Date available to work _____

EMPLOYMENT EXPERIENCE (List current or most recent job first)

Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			

List any other positions held on a separate sheet.

Please explain all periods of unemployment: _____

Have you ever been discharged or requested to resign from any position? Yes No

If yes, explain: _____

Have you ever been disciplined or discharged for absenteeism or tardiness? Yes No

If yes, explain: _____

Education	Name/Location	Years Completed	Diploma/ Degree	Courses of Study
Elementary				
High School				
College				
Graduate				
Vocational/Training				

REFERENCES (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1				
2				
3				

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes No

If yes, what branch? _____ Rank at Discharge _____ Date of Discharge _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a felony or a misdemeanor?* Yes No

If yes, please explain: _____

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Do you have a valid driver's license? Yes No License No. _____ State _____

List professional trade, business or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, disability, marital or veteran status, height, weight or age:

State any additional information that you feel may be helpful to us in considering your application.

PRE-EMPLOYMENT STATEMENT - READ CAREFULLY BEFORE SIGNING

I understand that submission of this application does not assure that I will be employed. I certify that the statements made by me in this application are true and complete. I understand that any false statement or misstatement on this application or in my interview(s) may cause rejection of the application, or dismissal if such false statement or misstatement is discovered subsequent to employment. I understand that before an offer of employment is extended I may have to pass a drug and alcohol test.

I understand that the information in this application will be used by Alpena County and my current and previous employers and others may be contacted to make an inquiry concerning my personal, employment, financial, educational, and medical history and other matters related to employment. I request my current and previous employers, educational institutions and medical providers to answer any inquiry and to provide any requested information contained in any employment, medical or educational records or files relating to me. I hereby release and agree to hold harmless Alpena County and my current and previous employers, educational institutions, and medical providers (and their agents and employees) from any and all claims arising in any way from their cooperation in any inquiry or investigation about me, and I waive my right to receive any notice concerning any disclosures made as a part of such inquiry or investigation. I also release and agree to hold harmless Alpena County and the medical/technical testing agencies (and their agents and employees) from any and all claims arising in any way from their administration or use of results of tests from physical examination of me, including any laboratory tests (including tests for drugs and alcohol), and I authorize the medical/testing agencies conducting the examination and/or tests to report the results thereof to the company, its agents and employees.

I understand that my employment shall be on such terms and conditions as Alpena County may determine and change from time to time and is based upon the requirement that employees become familiar with and abide by the rules, regulations, policies and procedures of Alpena County, as may be established and changed from time to time. Such employment is at will and, therefore, can be terminated by Alpena County at any time, with or without cause and with or without notice. I understand that no one except the Alpena County Board of Commissioners by an action of a quorum of the Board at a Board meeting has any authority to enter into any agreement for employment other than a terminable at will basis, and that no such agreement shall be effective or binding unless it is individually addressed to me in writing and acted on by the Board as provided above.

I acknowledge that I have read and understand the forgoing disclosures, waivers, releases and agreements.

SIGNED: _____

DATE: _____
