

**97<sup>th</sup> District Court**  
**Certified Court Recorder/Judicial Assistant**

**POSITION DESCRIPTION:** COURT RECORDER/JUDICIAL ASSISTANT

**POSITION AVAILABILITY:** IMMEDIATE

**FULL-TIME POSITION WITH BENEFITS**

**APPLICATION PROCESS:** Taking applications through April 1<sup>st</sup>, 2024.  
**NO PHONE CALLS.**

Applications, resumes and references are to be submitted to Niki Jollimore, District Court Administrator, either in person at the 97<sup>th</sup> District Court Magistrate's Office; or by mail to:

97<sup>th</sup> District Court  
Attn: Niki Jollimore, Court Administrator  
401 E Houghton Ave  
Houghton, mi 49931

Applications are due by April 1<sup>st</sup>, 2024 at 4:00 p.m.

**The 97<sup>th</sup> District Court is an Equal Opportunity Employer.**

*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 97<sup>th</sup> District Court.*

**POSITION DESCRIPTION**

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**JOB TITLE:** Court Recorder/Judicial Assistant

**REPORTS TO:** Judge, Court Administrator

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**SUMMARY**

This is responsible recording, clerical and transcription work performed for the 97<sup>th</sup> District Court-Houghton County.

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 and maintains all judicial proceedings as they occur in a courtroom of the 97<sup>th</sup> District Court.
- Utilizes software and equipment as determined by the court to digitally record court proceedings. Monitors' recording as it occurs to be certain of clear recording. Corrects/reminds participants about location and volume to improve the quality of the recording.
- Transcribes court proceedings from audio/video equipment to printed format, using word processing and appropriate transcription apparatus; ensures that motions, decisions and all actions are accurately documented; proofreads transcribed materials for accuracy.
- 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.
- 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.
- Responsible for maintaining and dispersing the Judge's schedule to all court staff; Schedule and document all meeting times and dates, arrange and document all travel and trainings for the Judge, as well as reimbursement documentation.
- 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 by Judge or Court Administrator.

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*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.*

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## WORK REQUIREMENTS

- Ability to accept direction and supervision.
- Ability to establish and maintain effective working relationships with the bench, bar, court and county employees as well as 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.
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## QUALIFICATIONS

**Education:** Graduation from high school (postgraduate courses in word processing, typing, and paralegal studies including training in the proper operation of recording equipment 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.*

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## CERTIFICATION OR LICENSURE

Beneficial to possess Certified Electronic Recorder (CER) certification or Certified Electronic Operator (CEO) as designated by the Michigan Supreme Court. MCL 600.8602 Appointment of recorder or reporter; appointment of additional recorders or reporters; functions and duties. **Will be able to receive certification while employed as a 97<sup>th</sup> District Court employee**

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## PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment.
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.

- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Normal office hours are from 8:00 a.m. through 4:30 p.m.
- Generally works in a normal office environment.
- The noise level in the work environment is moderate with many interruptions.