



**JUDICIAL SECRETARY/COURTROOM CLERK/RECORDER  
FOR HONORABLE STUART BLACK**

**Compensation:**

Full time position with comprehensive benefit package.

Starting annual wage - \$38,529.98

Applications packets will be accepted until the position is filled.

**Submit application, cover letter and resume to:**

Kerri Curtiss

Trial Court Administrator

300 N Main Street

Mt Pleasant, MI 48858

Ph. 989-317-4213

Fax. 989-773-2419

Applications materials may be mailed, faxed, hand delivered, or emailed to:

[kcurtiss@isabellacounty.org](mailto:kcurtiss@isabellacounty.org)

Trial Court Application link: <https://www.isabellacounty.org/wp-content/uploads/2022/05/APPLICATION-FOR-EMPLOYMENT.pdf>



## ISABELLA COUNTY TRIAL COURT

### JUDICIAL SECRETARY/COURTROOM CLERK/RECORDER

#### **General Summary**

Under the supervision of the assigned Judge and Chief Assignment Clerk serves as judicial secretary, court recorder and courtroom clerk for the Trial Court. Performs a variety of secretarial and clerical duties related to Trial Court cases. Utilizes video recording equipment for court proceedings. Prepares official transcripts of proceedings when requested and in accordance with Trial Court Policy.

#### **Essential Functions**

1. Utilizes and maintains electronic recording equipment to record trial court proceedings; requests individuals to speak directly into the microphone, clarify inaudible statements, or to spell technical or unfamiliar terms, in order to ensure an accurate and complete recording. May record hearings at hospitals and other sites in addition to the courtroom.
2. While recording proceedings, prepares a log of court activity, includes case information, type of hearing, start and end of each case, exhibits marked, and other actions in order to replay the tape in court at the point of pertinent testimony or assist in transcript preparation.
3. Prepares official verbatim transcripts of any court proceeding as requested. Proofreads transcripts, certifies copies, and prepares billings as appropriate.
4. Marks and maintains a record of exhibits, swears witnesses and provides other assistance to the Judge in the courtroom. Maintains files of transcripts, tapes, and courtroom notes as required by court rules.
5. Prepares judgements, CAA forms, bond forms and other documents as required.
6. Reviews the docket for cases and arranges with the Court Officer transport of prisoner when defendants are incarcerated.
7. Types correspondence, opinions, orders, and other legal documents for the Judge.
8. Receives and screens calls from attorneys, defendants, and others regarding transcripts.

## **Other Functions**

9. May substitute for other Court Recorders and assists in assignment clerk's office as directed by the Chief Assignment Clerk.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.*

## **Employment Qualifications**

**Education:** High school graduation or equivalent with advanced legal secretarial or paralegal course work.

**Experience:** Three years of experience in a court, related legal or secretarial setting providing knowledge of the processing of legal documents and court operations.

**Other Requirements:** Ability to become certified as an Electronic Court Recorder by the Michigan Supreme Court.

**Status:** Non-exempt

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to operate electronic video equipment.

Ability to enter and access information from a computer.

Ability to operate a copy machine and other office equipment.

Ability to withstand prolonged periods of sitting in court monitoring and operating recording equipment.

Ability to travel to hospitals or other locations for hearings.

## **Work Conditions:**

Works in office conditions.

Regular exposure to clients in various emotional states who may be verbally abusive or hostile.