DISTRICT COURT

31st Judicial District of Michigan

Alexis G. Krot
District Judge

Benjamin Ruby
Administrator

The 31st District Court, located in Hamtramck, Michigan, seeks qualified applicants for the position of **Court Recorder/Judicial Assistant** to the Honorable Alexis G. Krot. This is a non-exempt full-time (40 hr. per week) permanent position.

All Court employees are "at-will employees" who are employed at the pleasure of the Chief Judge.

Typical working hours for this position occur during the Court's regular business hours, which are Monday through Friday, 8a – 4p EST.

Summary:

Under the direction of the Chief Judge, performs 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.

Principal Duties:

- Uses software/equipment to digitally record judicial proceedings as they occur in the courtroom. Ensures the integrity of the recording by monitoring levels/volume during proceedings and performs necessary logging.
- Creates verbatim transcripts from digital recording as required by statute, and upon request by parties.
- Assists in conducting courtroom proceedings by loading docket into digital recording software, handling files, providing litigant information to judge or magistrate, and producing forms and documents at the direction of the judge or magistrate.
- Manages the Zoom video courtroom during remote proceedings.
- Enters disposition and case information into case management system during courtroom proceedings.
- Performs secretarial and clerical duties for the Chief Judge, and acts as receptionist. Screens phone calls and answers question when appropriate.
- Schedules and coordinates Chief Judge's docket and personal calendar.
- Types Chief Judge's and correspondence, pre-trial memos, opinions rendered, and various judicial documents.
- Handles Chief Judge's mail, both incoming and outgoing, if required.
- Assists Chief Judge by giving all necessary clerical support during the performance of courtroom and court related duties.
- Administers the Court's jury program.
- Performs other related work as assigned.

Requirements:

- Be not less than 21 years of age;
- Possess a valid State of Michigan Operator's License;
- Possess high school diploma or GED;
- Have no felony or misdemeanor offense convictions;
- Pass a criminal background check and drug test;
- Possess State of Michigan certification as Certified Electronic Recorder (CER) or Certified Electronic Operator (CEO);
- If not certified as CER, attain State of Michigan CER certification within the first (1) year of employment and recertify as applicable thereafter;
- Be computer literate, with proficiency working with Microsoft Office suite;
- Possess good organizational, filing, communication, verbal and writing skills;
- Possess ability to work independently and to set priorities to meet deadlines;
- Possess ability to work quickly and proficiently in a fast-paced environment;
- Possess knowledge of court rules, regulations, policies and procedures;
- Possess at least 2 years of experience working in a court/legal setting, or a combination of experience and education.

Preferred Attributes:

- Post-secondary training/education;
- Familiarity with JIS case management system;
- Familiarity with digital recording systems;
- State of Michigan CER certification.

Physical Requirements:

Work is performed in an office environment. The position typically requires: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing and repetitive motions. Move and lift objects less than 25 pounds such as mail, files and supplies. Operate office equipment requiring continuous or repetitive hand/arm movements. The position requires the ability to remain in a stationary (sitting or standing) position for extended periods of time.

Compensation & Benefits:

This position is a full-time, non-exempt permanent position. The annual compensation range, depending on experience and qualifications, is $40,000 ($19.23 per hour) to $55,000 ($26.44 per hour).

The 31st District Court offers medical, dental, vision, and short-term disability benefits.

How to Apply:

To be assured consideration, applicants must submit the following:

- A cover letter.
- A detailed resume.

Submit via e-mail to the Court Administrator, Benjamin Ruby at bruby@31stdistrictcourt.net. E-mailed documents must be in Word or PDF format.

Specify Court Recorder/Judicial Assistant in the cover letter and e-mail subject line.

Application materials that do not adhere to the procedures for applying may not be considered.

Applications accepted until the position is filled. However, those who apply by July 16, 2021 will be given priority consideration.