

# 54-A DISTRICT COURT

124 W. Michigan Ave., 6<sup>th</sup> Floor City Hall, Lansing, MI 48933

**DISTRICT JUDGES**  
LOUISE ALDERSON  
HUGH B. CLARKE, JR.  
STACIA BUCHANAN  
CYNTHIA M. WARD

**Court Administrator**  
ANETHIA BREWER  
**Magistrate**  
LAURA A. MILLMORE



## JOB POSTING

**POSITION:** COURT RECORDER / LEGAL SECRETARY (EXEMPT)

**ANNUAL SALARY:** \$35,687 - \$47,782

**DEPARTMENT:** JUDICIAL (JUDGE STACIA BUCHANAN)

**BENEFITS:** INCLUDES HEALTH AND DENTRAL INSURANCE, RETIREMENT BENEFITS

**EDUCATION & EXPERIENCE REQUIREMENTS:** High School Diploma or GED equivalent. Previous knowledge of and/or experience with court related processes and procedures; completion of office procedures course work preferred. Must possess or obtain certification as a Certified Electronic Recorder through the State of Michigan within 30 days of hire. Certification and experience as a court recorder preferred. This position serves at the pleasure of the Judge.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:** In addition to court recording, applicant must have knowledge of court methods and techniques, and of general record keeping and filing systems. Strong oral and written communication skills, customer service skills, and organization skills are critical. Must be able to deal effectively with the general public in handling situations of a difficult nature; to establish and maintain effective relationships with co-workers; to work under pressure; to exercise independent judgment in accordance with Court policies and procedures; and to maintain confidential information. Must be skilled in the use of computer software programs (i.e. Microsoft Word, Outlook, JIS, LEIN and DCR Recording), as well as other office equipment.

**ESSENTIAL JOB FUNCTIONS:** Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted or modified at any time.

- Record court proceedings and prepare transcripts as ordered pursuant to court policies and the Michigan Court Rules.
- Ability to understand and follow oral and written instructions.
- Effectively communicate with judges, lawyers, members of other agencies and the public via mail, email, telephone and in person.
- Perform clerical duties such as making copies, filing, filling out forms, typing correspondence and other documents.
- Enter data into a computer terminal. Must be able to type with speed and accuracy consistent with established standards for this position.
- Schedule cases, generate notices, and perform other functions using the Court's computer system and reference guides.
- Move files, records media, and other materials, lifting up to 40 pounds, to and from the Court's offices and storage facilities.
- Record and perform similar duties for other judges as directed.
- Check in persons appearing for hearings and assist with moving cases through the Court.
- Understand and perform various aspects of case processing.

- Adapt to changing technology and procedures.

**SHIFT & HOURS OF WORK:** Monday through Friday (\*typical hours 8am-5pm)

**PHYSICAL REQUIREMENTS:** Walking, standing, carrying, bending, lifting, sitting for considerable periods of time, talking, pushing, finger dexterity, lift up to 40 lbs., and perform repetitive hand/arm movements.

**ENVIRONMENTAL CONDITIONS:** Two person office; routine and occasionally significant fluctuations in temperature; limited privacy.

**SELECTION PROCESS:** An interview, questionnaire, writing sample, written and/or typing test may be conducted with all persons referred to evaluate required knowledge, skills and abilities. Criminal history, L.E.I.N. and Secretary of State record checks will be conducted and a signed release is required for previous/current employment work records.

**TO APPLY:** Submit a 54-A District Court employment application\*, a letter of interest, resume, proof of a high school diploma or GED, and proof of CER certification, if certified, to the following:

**Attn: Susan Knieling, Deputy Court Administrator**  
**54-A District Court**  
**124 W. Michigan Ave.**  
**Lansing, Michigan 48933**

Application forms are available at [www.54adistrictcourt.com](http://www.54adistrictcourt.com). Applications must be downloaded and emailed to [susan.knieling@lansingmi.gov](mailto:susan.knieling@lansingmi.gov), mailed to the above address or faxed to (517) 483-4478. **Note: applications received without a resume and cover letter will not be considered.** If you need a disability related accommodation, or have questions about the application process, please contact the 54-A District Court at (517) 483-4443.

**Deadline to apply: Friday, March 29, 2019.**

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, or disability of any individual.