

**NOTICE**

There is a job vacancy with **BAY COUNTY PROBATE & JUVENILE COURT**.

Job Title: **Chief Court Recorder**  
Rate of Pay: **\$33,758.40 per year, entry progressing to \$43,680.00 per year after 3 years (PPCR)**

Full time position with benefits

**GENERAL SUMMARY:**

Under the general direction of the Office Manager and the Court Administrator, this position serves as the primary reporter for all hearings scheduled in the Court. General duties involve recording all testimony taken at Court proceedings including delinquents, neglect/abuse, estate/mental health, and all other matters coming before the Court. When not involved in Courtroom proceedings, performs general clerical functions assigned by the Court.

**TYPICAL DUTIES:**

1. Record and transcribe testimony taken at Probate Court hearings held before the Judge or Referee. This may include hearings conducted in locations outside the Court Building and also may involve extended hours beyond the normal work day. Transcript preparation will be a frequent responsibility.
2. Assists professional staff, attorneys, and judge in determining facts that transpire in hearings and is responsible for orders following proceedings when other Court staff are not present.
3. When not court recording, assists with general clerical responsibilities such as typing of court-related materials, answering phones, waiting on the counter, processing mail, filing, updating files, and other functions as defined by the Court.
4. Type and proofread all correspondence for the judge.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:**

Education: Legal assistant/paralegal certification preferred. Acceptable levels of demonstrated proficiency in grammar, spelling, reading and vocabulary. Basic knowledge of legal office terms and functioning is preferred.

Experience: Minimum of one year of full-time experience as a legal secretary. Prefer a minimum of one year's experience as a Court Recorder and considerable knowledge of Probate Court proceedings. Must presently be certified as a Court Recorder or obtain certification within 6 months from date of hire.

Other requirements: Knowledge of English composition and its usage and various computer programs. Knowledge of legal and medical terminology necessary. Ability to exercise tact and discretion when dealing with other Court staff, attorneys, clients, and the general public.

**Application Procedure:** Apply online at <http://www.baycounty-mi.gov/News/EmploymentOpportunities.aspx>, by US mail or in person at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708 no later than **4:00 p.m., Thursday, April 16, 2015.**

**Bay County is an Equal Opportunity Employer.**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."