

52-4 DISTRICT COURT

520 W. Big Beaver
Troy, MI 48084

Position Opening- Full time

Title:

Judicial Secretary for the Honorable Kirsten Nielsen Hartig

Pay Rate:

\$57,747- \$77,370 plus benefits

Description of work:

See attached job description

How to apply:

Email cover letter and resume to: 52-4jobs@oakgov.com

Subject line: Judicial Secretary Position

Applications via mail or fax will not be accepted.

Deadline to apply:

4:30pm on October 21, 2024

OAKLAND COUNTY MICHIGAN

Class Title: JUDICIAL SECRETARY

Department: 52ND District Court

Reports To: District Court Judge

FLSA Status: Exempt

Salary Plan: UNI/117

**Note: A separate job description exists within the Circuit Court and Probate Court departments.*

GENERAL SUMMARY

Performs confidential secretarial duties for a district court judge. Serves as a liaison to attorneys, elected and appointed officials and the general public, answering questions, supplying requested information, directing inquiries to the appropriate person or department, and screening calls. Takes and transcribes confidential dictation concerning legal and policy matters and processes a variety of legal forms. May review and prepare court orders for the judge's signature, ensuring that policies and procedures are followed. Performs special projects and assists in other duties as necessary for the orderly and efficient functioning of office operations. Utilizes current Countywide and/or department specific software to complete assignments.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

Serves as a confidential secretary by taking and transcribing legal dictation and preparing confidential correspondence involving specialized terminology relating to judicial decisions and opinions, court policy and procedure and various other legal or court-related documents.

Screens visitors to determine the nature of their business. Takes messages, schedules appointments, and performs related public relations activities by representing the court and/or the judge to attorneys, elected and appointed officials and the general public.

Answers inquiries from court personnel, media and the public regarding court proceedings and operations by responding to requests for information requiring considerable familiarity with judicial and/or court procedures.

Keeps active and inactive files current to ensure their prompt availability to supervision.

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Prepares reports by compiling and summarizing case or court related information.

Maintains an up-to date knowledge of court computer programs in order to retrieve case related information as needed.

Formulates, recommends, and implements procedural changes in the operations of the judge's office according to the judge's policies and intent and/or to comply with departmental administrative procedures as approved.

Reviews court orders and other documents prepared for the judge's signature in order to ensure compliance with policy and court records. Requires familiarity with laws, codes, and procedures that are utilized in the court.

Prepares legal documents for the judge to sign, including letters, opinions, orders, remands, jury instructions, and judgment of sentence forms.

Arranges for adjournments, special court hearings and appearances before the judge when necessary, contacting the appropriate parties to inform them of the time, date, and any other pertinent information.

May schedule a variety of hearings as needed.

Participates in the preparation and maintenance of state mandated reports and requests for information from the State of Michigan.

Recognizes and corrects actions which deviate from established administrative policies.

Prepares, organizes, and maintains files for department functions such as personnel, work procedures, budget requests, press releases, statistics, and related organizational materials.

Assists in organizing the court's annual report and prepares reports and requests for information from the State Court Administrator's Office and state legislature.

Coordinates travel plans for the District Court Judge to attend conferences, seminars, and special meetings, including accommodations, registration forms and airline reservations.

Starts and stops video court recording software at the beginning and end of all court proceedings.

Utilizes current Countywide and/or department specific software to complete assignments.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS

Ability to communicate to accurately convey information.

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WORKING CONDITIONS

Work is performed in a typical office and/or court environment.

May encounter situations where people could become confrontational.

IMPORTANT NOTE: The primary purpose of this job description is to set a fair and equitable salary range for this job classification. Generally, only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties and responsibilities will be assigned by the supervisor

EXPERIENCE, TRAINING, KNOWLEDGES, SKILLS & ABILITIES

Under the Merit System Resolution, Section II, adopted November 8, 1966, employees in this class are excluded from the Merit System for the purpose of the manner of selection, appointment, removal from office or limitation of political activity.

NOTE: The Desirable Qualifications for this classification, when provided to the Human Resources Department will be stated on a separate page. These Desirable Qualifications may be subject to revision by the District Court Administrator and/or Chief District Court Judge.

NOTE: *Job performance, knowledge, ability and/or previous experience may substitute for Desirable Qualifications. The District Court Administrator and/or Chief District Court Judge has the right to waive the desirable qualifications.*

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EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS & ABILITIES

A. Preferred Minimum Qualifications

1. Be a high school graduate or have a certificate of successful completion of the General Educational Development Test.
2. Have had five (5) years of full-time responsible clerical experience within a court or legal setting, at least one (1) year of which involved stenographic and/or secretarial responsibilities.
3. Type 40 corrected words per minute.
4. Pass the complete examination, including the employment medical, established for this classification.

NOTE: Course work at an accredited college, university, business, or commercial school in a related area may be substituted for the required work experience on a year-for-year basis.

NOTE: Applicants possessing transcripts from a college or university outside of the United States will be required to provide documentation of degree equivalency from a member of the National Association of Credential Evaluation Services (<http://naces.org/members.html>). The degree evaluation will be required for application processing.

NOTE: Employees of this class may be required to perform stenographic duties.

B. Additional Desirable Qualifications

1. Considerable knowledge of and considerable experience in performing a wide variety of secretarial, stenographic and record keeping activities, particularly as they relate to court operations.
2. Considerable skill in taking and transcribing verbatim dictation.
3. Considerable knowledge of specialized legal terminology, laws, the State Court Administrator's Office, the Legislature and of procedures relating to court operations.
4. Considerable ability and skill in compiling and abstracting court data in preparing special and annual reports.
5. Considerable ability and skill to recognize and correct departures from routine departmental practices and procedures.
6. Considerable ability and skill in initiating improvements in departmental practices and procedures.

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7. Considerable knowledge of, and reasonable experience in, modern office practices and procedures, and record keeping management systems and operations.
8. Considerable ability to communicate with the general public.
9. Considerable ability to follow oral and written instructions.
10. Considerable ability to make routine decisions in accordance with established policies and procedures.
11. Considerable knowledge of grammar, spelling and punctuation.
12. Considerable skill in operating a personal computer.
13. Considerable ability to perform standardized computations.
14. Considerable ability to write legibly.
15. Considerable knowledge of and ability to utilize current word processing, spreadsheet, database, e-mail, and Internet software.

APPROVED BY:



DATE:

05/16/2022