

Huron County
Job Description

POSITION TITLE: Court Recorder / Juvenile Assistant
DEPARTMENT: Juvenile

Under the supervision of the Juvenile Services Director, the purpose of this position is to function as a Deputy Clerk of the Circuit Court Family Division Juvenile Office. Employees in this position perform judicial support work. Position is responsible for processing intake petitions, scheduling hearing dates, and notifying involved parties. Employees in this position perform clerical and secretarial work and perform related work as directed.

DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Manages and performs intake process. Receives and processes petitions assigning and recording case numbers. Reviews all petitions for legal codes. Determine if offense requires fingerprinting, ensures juvenile is printed, and forwards copy of print record the Prosecuting Attorney's office. Appoints attorneys for neglected and/or delinquent juveniles. Schedules hearing dates and notifies parties involved. Prepares and distributes case notices.

Stamps, enters, and files motions, reports, and exhibits. Distributes information involved to appropriate parties.

Performs duties of court recorder such as making verbatim record of hearings, preparing transcripts, and typing orders. Obtains signatures and distributes copies of notices and orders to involved parties. Certified Electronic Operator (CEO) certification preferred. Must be able to obtain Certified Electronic Operator (CEO) certification within one (1) year of hire. Probationary period may be extended until CEO certification is obtained. Certified Electronic Recorder (CER) certification is also mandatory.

Receive and direct inquiries regarding Quiet Room, RDSS transports, or other services offered in connection with Child Care Fund or court processes. Obtain attendants or transporters, schedule juvenile psychological testing, process billings including court-appointed attorney invoices, and maintain records related to such services. Submits various reports to Juvenile Services Director and/or State Court Administrative Offices.

Serves as jury utilization clerk.

Maintains strict confidentiality.

Performs a variety of clerical duties and routine office functions. Types and prepares documents, letters, and reports. Answers telephone and forwards calls, greets and assists visitors to the office. Schedule appointments and maintain office calendar. Receive and distribute mail. Maintain court files and records including process service.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Juvenile Office
Court Recorder / Juvenile Assistant

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED required. Associate's degree with course work emphasis in criminal justice, business administration, or a related field preferred supplemented by up to two (2) years previous experience and/or training involving clerical work in a judicial or law office; or an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring the complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation incentive, and leadership. Requires the ability to exercise independent judgment to apply facts and principles and develop approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

GRADE AND SALARY

This position shall be a Grade 130 with Certified Electronic Operator (CEO) certification. This position shall be a Grade 120 until CEO certification is obtained.

Applications must be received by November 3, 2017. Interested applicants should mail resume and application form to:

Huron County 52nd Circuit Court Family Division – Juvenile Office
Attn: Ann M. Ahearn, Juvenile Services Director
250 E. Huron Avenue
Room 211
Bad Axe, Michigan 48413
ahearna@co.huron.mi.us

Huron County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.