

DISTRICT COURT – 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170 – 1891

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www.35thdistrictcourt.org

JAMES A. PLAKAS
CHIEF DISTRICT JUDGE

MICHAEL J. GEROU
DISTRICT JUDGE



RONALD W. LOWE
CHIEF JUDGE PRO TEM

PAM AVDOULOS
COURT ADMINISTRATOR

COURT REPORTER(RECORDER)/JUDICIAL SECRETARY

The 35th District Court, an Equal Opportunity Employer, is accepting resumes and applications for the position of Court Reporter (Recorder)/Judicial Secretary. This is an at-will position.

General Summary:

Under the direct supervision of the District Court Judge, the position is responsible for the administrative/secretarial duties for the District Judge and for making and maintain the verbatim permanent record of all court proceedings using FTR Gold digital court recording system or personal computerized stenographic machine. The permanent record must be a complete and accurate record. The applicant must also prepare official transcripts of court proceedings. As a Judicial Secretary, this position requires complex and confidential legal secretarial support. The applicant must have knowledge of court methods and techniques, of SCAO filing requirements, and of general record keeping and court 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 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 the computer software programs (i.e. MS Outlook and FTR Gold), as well as other office equipment.

Minimum Qualifications:

- High school diploma or GED
- Two years secretarial experience
- Possess Certified Court Reporter/Recorder (CEO/CER) certification with the State of Michigan. The applicant must maintain license to ensure continued employment.
- Possess knowledge of specialized terminology related to the legal profession
- Possess exceptional computer skills

Desirable Qualifications

- Possess a CSR certification “Real Time” reporting is preferred.
- Possess knowledge to maintain personal court reporting equipment, installing upgrades to the software

To apply:

Submit resume accompanied with a completed employment application. The link for the application can be found at: www.35thdistrictcourt.org.

Each applicant will be required to work for one week, as a trial period, in the courtroom prior to any employment offer made.

Mail or email completed application AND resume to:

Human Resource Department
35th District Court
660 Plymouth Rd.
Plymouth, MI 48170
HR@35thdistrictcourt.org
No phone calls, no walk-ins.

The position is open until filled.