

Job Title	Circuit Court Recorder/ADR Clerk/Co-Admin	Department	Circuit Court
Reports To	Circuit Court Judge	FLSA Status	☒ Exempt ☐ Non-Exempt
Union Status	Non-Union	Classification	☒ Full-Time ☐ Part-Time

Job Summary

Under the supervision of the Circuit Court Judge, the Circuit Court Recorder / ADR Clerk / Co-Administrator is responsible for overseeing non-judicial functions of the court and ensuring the efficient management of court proceedings across Baraga, Houghton, and Keweenaw Counties. This MP7, non-union position serves at the discretion of the Judge and plays a critical role in court recording, administrative support, and case management.

Principal Duties and Responsibilities

Court Recording & Transcript Preparation

- Records court proceedings for Baraga, Houghton, and Keweenaw Counties Circuit Courts.
- Prepares official court transcripts, ensuring accuracy and adherence to legal standards.
- Indexes court events and filings in the Judicial Information System (JIS) for Houghton County.
- Flexible non-traditional hours may be required, which includes after hours.

Case Management & Administrative Support

- Prepares court orders, legal documents, correspondence, notices, and memorandums for all three counties.
- Accepts and processes court filings for Houghton County.
- Interacts professionally with county clerks, attorneys, litigants, co-workers, and the public.

Assistance to the Court Administrator

- Directs and manages the court's calendar, docket, and caseload across Baraga, Houghton, and Keweenaw Counties.
- Ensures compliance with legislative and administrative rules and regulations by staying updated on legal developments.
- Receives and processes court-related payments, filing fees, fines, and costs, ensuring proper accounting and documentation for Houghton County.

**The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

Qualifications

- Strong understanding of court procedures, legal documentation, and judicial regulations.
- Strong organizational and multitasking abilities to manage filings efficiently.
- Ability to interact professionally and confidentially with court personnel, attorneys, and the public.
- Proficiency with office equipment and technology, including Microsoft, Office Suite, with the ability and willingness to learn additional software relevant to the position.
- Excellent communication and teamwork abilities.
- Successful completion of CEO/CER certification within one year of hire.
- Valid Michigan Vehicle Operator's License and reliable mode of transportation.

Preferred Qualifications (if applicable)

- Experience working in a legal setting.
- Familiarity with JIS and court record indexing systems.
- Proficiency in legal recording and transcription with attention to accuracy and detail.
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Physical Requirements & Work Environment			
• Regular travel to Baraga and Keweenaw Counties. • Normal office environment, lifting up to 25 pounds is expected, and reaching and bending for file manipulation. • Prolonged sitting and standing based on specific job duties.			
Compensation & Benefits			
• Salary range: MP7, negotiable, but no lower than \$51,000 • Benefits: Heath Insurance, PTO, MERS retirement			
Application Process			
• Interested candidates should submit their resume and application to Laura Lamerand at laura@houghtoncounty.gov or via mail to 401 E. Houghton Avenue Houghton, MI 49931 • Deadline for applications: open until position is filled			
Approval & Review			
Approved by		Date	Click or tap to enter a date.
Last Reviewed	Click or tap to enter a date.	Updates Approved by	