

MICHAEL K. McNALLY  
DISTRICT JUDGE

JAMES K. KERSTEN  
DISTRICT JUDGE

JENNIFER COLEMAN HESSON  
DISTRICT JUDGE



AMY ZAWACKI  
COURT ADMINISTRATOR

SHANE MACINTYRE  
SYSTEMS ADMINISTRATOR

### 33<sup>rd</sup> JUDICIAL DISTRICT COURT

19000 Van Horn Road  
Woodhaven, Michigan 48183  
Telephone: (734) 671-0201  
Fax: (734) 671-0307

## **EMPLOYMENT OPPORTUNITY**

**POSITION TITLE:** Certified Court Recorder/Judicial Secretary – Full Time

**POSITION AVAILABILITY:** Immediate

**APPLICATION DEADLINE:** June 10, 2016

**SALARY RANGE:** Starting at \$39,832.00 plus full benefit package

**POSITION DESCRIPTION:** Under the direction of the District Court Judge, this position is responsible for: utilizing electronic recording equipment to record court proceedings; creating detailed logs of courtroom activity; preparing and properly filing official transcripts of court proceedings; communicating with attorneys and litigants regarding court procedures and specific case information; ensuring compliance with court rules and deadlines; and filing official reports with the State Court Administrative Office. This position also serves as the judicial secretary for the Judge, responsible for: typing correspondences and memorandums, handling mail; screening calls; maintaining judicial files; and assisting with all other related clerical work as assigned.

**QUALIFICATIONS:** The ideal candidate will possess: a high school diploma or equivalent; multi-year experience in a legal or court-related setting; secretarial experience; and a working knowledge of criminal and civil justice systems and procedures and related statutes and ordinances. Certification as an Electronic Court Recorder by the Michigan Supreme Court is highly preferred, and is required within 6 months of employment.

**SUBMIT RESUME AND COVER LETTER TO:** Email (preferred): [admin@d33.courts.mi.gov](mailto:admin@d33.courts.mi.gov); Fax: 734-675-3918; Mail: Court Administrator, 33<sup>rd</sup> Judicial District Court, 19000 Van Horn Road, Woodhaven, Michigan 48183