

Whitley County Superior Court

Full-Time

Assistant Court Reporter

The incumbent will serve as Assistant Court Reporter for Superior Court, The incumbent will assist the criminal and civil court reporters in recording and preparing records of court proceedings, and assisting the bailiff and the public. This position performs a variety of administrative duties, including receiving/filing pleadings, entering codes and data on computer, including court minutes and summaries of hearings and rulings, and retrieving/filing case files. Also, maintains current, accurate and organized files and prepares various documents on computer, including court orders, chronological case summary (CCS) entries, docket entries, notices and correspondence through transcription, written or oral methods. Receives and processes out-of-County Special Judge Cases, including oral and written correspondence and preparation of court documents and communicates with co-workers, supervisors, attorneys, law enforcement personnel and the public. This position also performs duties of Civil Court Reporter, Criminal Court Reporter and/or Bailiff in his/her absence or as needed.

Job Requirements:

- High school diploma or GED
- Must be Proficient in Microsoft Word, Excel and Power Point and be able to provide work product samples
- Working knowledge of standard office, court policies, procedures and related terminology
- Excellent oral and written communication skills
- Ability to perform calculations and make arithmetic additions and subtractions
- Ability to work alone and with others in a team environment, often under time pressure
- Ability to work on several tasks at the same time and complete assignments effectively
- Ability to competently service the public with diplomacy and respect

Send resumes or applications to:

Douglas M. Fahl
Judge, Whitley Superior Court
101 W. VanBuren Street
Columbia City, IN 46725