

Whitley County Superior Court

POSITION: Assistant Court Reporter

DEPARTMENT: Superior Court

SALARY: \$36,472.00

WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F

JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

Assistant Court Reporter for Superior Court is responsible for assisting Criminal and Civil Court Reporters in recording and preparing records of court proceedings, and assisting the Bailiff and the public.

DUTIES:

- 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.
- Maintains current, accurate and organized files.
- 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.
- Attends and records verbatim court proceedings using audio tapes.
- Answers telephone and greets office visitors, providing information and assistance, taking messages, and directing/transferring to appropriate individual or department.
- 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 21 years of age.
- Working knowledge of standard office, court policies, procedures and related terminology, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Ability to record and read verbatim court proceedings, and properly operate a variety of standard office equipment, including computer, Microsoft Office, printer, telephone, fax machine, copier, and calculator.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy, prepare correspondence and documents.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to occasionally work extended hours and travel out of town for conferences/training, sometimes overnight.

- Possession of a valid driver's license and demonstrated safe driving record.

Please send resume/application to the address or e-mail listed below. Accepting resumes/applications through Friday, January 31, 2020.

**Human Resources
220 W Van Buren Street
Suite 101
Columbia City, IN 46725
wchr@whitleygov.com
260-248-3182 (Fax)**

****WHITLEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER****