



WHITLEY COUNTY GOVERNMENT

POSITION: Assistant Court Reporter
STATUS: Full-time/Non-exempt
DEPARTMENT: Superior Court
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)
2023 PAY LEVEL: COMOT II - \$38,988.00 - \$43,320.00
FRINGE BENEFITS: Medical, dental & vision, group & voluntary life, Public Employees Retirement Fund, deferred compensation plans, competitive PTO and various paid holidays
EDUCATION REQUIRED: High school diploma or GED

Incumbent serves as Assistant Court Reporter for the Whitley County Superior Court, responsible for assisting Criminal and Civil Court Reporters in recording and preparing records of court proceedings, and assisting the Bailiff and the public.

For a complete list of Job Duties and Responsibilities, please see the **Complete Job Description** that can be found here: https://www.whitleygov.com/egov/documents/1692216586_91481.pdf

All applicants are required to complete a Whitley County Employment Application that can be found here: https://www.whitleygov.com/egov/documents/1647444628_7589.pdf

Applications/resumes will be accepted until the position is filled.

Please send applications/resumes to:

Amy Bechtold, Office Administrator
wcsuperiorcourt@whitleygov.com
Whitley County Superior Court
101 W. Van Buren Street, Room 30
Columbia City, IN 46725

Whitley County Government is an Equal Opportunity Employer and does not discriminate upon the basis of race, age, gender, religion, national origin, disability or any other characteristic protected by law. Whitley County will provide reasonable accommodations to qualified individuals with a disability.