

POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA

POSITION: Court Reporter
DEPARTMENT: Circuit Court
WORK HRS: 8:00 A.M. to 4:00 p.m., Mon –Fri
STATUS: Full-Time
FLSA STATUS: Non-Exempt
SALARY: \$42,657.00 annually
BENEFITS: Health insurance after 90 days employment; PERF eligibility; paid vacation in accordance with county employment policies

GENERAL DUTIES:

Compile and maintain court records and recordings; general office duties, including communicating with members of the public, law enforcement, and other court staff members; preparing, organizing, and processing court documents using the Odyssey digital system; and handling jury trial preparation.

JOB REQUIREMENTS:

High School diploma or GED; ability to effectively communicate orally and in writing; ability to type with speed and accuracy; ability to learn and apply skills with computer networks and programs; ability to learn and apply knowledge of legal terms and proceedings; and ability to maintain appropriate, respectful, and professional interrelations and communications with the general public and coworkers; ability to perform tasks in a busy office environment; and ability to understand and conform to ethical requirements of the Code of Judicial Conduct.

TO APPLY:

Please send resume to Judge Lynn Murray at judgelhm@aol.com and complete an application online at howardcounty.in.gov. Applications must be received on or before September 14, 2022.

Howard County is an Equal Opportunity Employer