



## **HOWARD COUNTY GOVERNMENT** **Job Posting**

Complete an application online at  
[www.howardcountyin.gov](http://www.howardcountyin.gov)

**Howard County Government is an Equal Opportunity Employer**

### **MAGISTRATE COURT REPORTER**

POSITION: Magistrate Court Reporter

DEPARTMENT: Howard County Magistrate

Compiles court records and performs general office duties under the direct supervision of the Howard County Magistrate.

#### **DUTIES:**

Track protective orders countywide and create calendar for court from said protective orders.

Report and record court proceedings and minutes in the newly created Magistrate Criminal Court

Post filings and court rulings.

Serve as backup regarding the current court reporter's duties.

#### **SKILLS:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to read, analyze, financial reports, and legal documents. Ability to respond to common inquires or complaints from citizens, regulatory agencies, or businesses.

Ability to add and subtract 2 digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

#### **RESPONSIBILITY:**

Responsibilities include making decisions; planning, assigning, and directing work; and addressing complaints and resolving problems in absence of the Judge. Typing, computer, transcribing and recording skills are required for the completion of the duties of this job. Legal experience is preferred.

**EDUCATION AND EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**PERSONAL WORK RELATIONSHIPS:** Ability to communicate tactfully, both verbally and in writing.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to use hands, sit, and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

Duties are performed in a standard courtroom and office setting with moderate noise levels.

Submit completed application and resume to:

Candace Wilson

[candace.wilson@howardcountyin.gov](mailto:candace.wilson@howardcountyin.gov)