

Howard County Government
Job Posting

Submit resume in person to Superior Court I and complete an application online at
www.howardcountyin.gov

Howard County Government is an Equal Opportunity Employer

POSITION: Assistant Court Reporter
LOCATION: Howard County Courthouse
DEPARTMENT: Superior Court 1
WORK HRS: 8:00 a.m. – 4:00 p.m., M – F
START DATE: January 3, 2023 or after
STATUS: Full-time
FLSA STATUS: Non-Exempt

JOB EXPECTATION SUMMARY: 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 interact with the public and professionals who appear at the office; may be required to perform position duties and responsibilities of Court Reporter and Bailiff, on a backup and intermittent basis; preference given for experience in legal/court office environment.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

DUTIES:

- Answer telephone and greet office visitors, providing information and direction as requested and/or directing/transferring to appropriate individual or department.
- Resolves difficulties with public as referred by other Department personnel or as needed.
- Reviews daily new arrest log from the jail and schedule hearings.
- Process probable cause paperwork/affidavits.
- Prepares, obtains, and organizes court documents/electronic files. Ensures Court has appropriate documents in electronic format for proceedings.
- Scans/attaches documents as needed into the appropriate case electronically and processes through electronic case management system.
- Electronically processes modification and dismissal request as well as transfer order in existing protective order, workplace violence restraining orders, and no contact orders through the electronic case management system for the judge's review and ruling.
- Submits information regarding orders for protection, workplace violence restraining orders, and no contact orders into statewide electronic protective order registry; assists other county courts with input and transmission of data into registry.

- Assists with criminal cases, estates, guardianships, probable causes, dissolutions, and other civil cases including scheduling new cases and processing electronically filed documents for the judge's review.
- Scans/Processes courtroom orders/documents into the electronic case management system as needed.
- Performs duties of the court reporter in his/her absence.
- Handles Jury Trial Juror Management; includes various duties including public speaking to a large group of citizens. Performs court check-in, including distributing needed documents to appropriate parties. Handles any jury trial preparation, paperwork & settings, summonses and questionnaires.
- Maintain Judge's Court calendar, set hearing dates for litigants as requested, and process minute entries concerning the setting of hearings.

I. JOB REQUIREMENTS & DIFFICULTY OF WORK:

- High school diploma or GED with relevant training and experience in legal/court environment.
- Working knowledge of standard office and court policies, procedures and related terminology, and ability to apply such knowledge to a variety of interrelated tasks.
- Working knowledge of Standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement departments and correctional facilities, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Working knowledge with a variety of standard office equipment including courtroom digital recording equipment, computer, printer, telephone, fax machine, copier, and calculator.
- Ability to type with speed and accuracy.
- Ability to prepare a variety of legal/court documents and correspondence as assigned.
- Ability to understand, retain and carry out written or oral instructions and present findings in oral or written form.
- Ability to work alone and with others in a team environment with minimal supervision, and maintain appropriate, respectful interrelationships with co-workers.
- Ability to work on several tasks concurrently, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to recognize dangerous and safety-compromised situations and respond to them appropriately.
- Ability to serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to understand and conform to ethical requirements of the Code of Judicial Conduct.
- Ability to provide public access to or maintain confidentiality of Department Information and records according to state requirements and the Code of Federal Regulations.
- Ability to occasionally work extended and/or evening hours
- Must be cheerful and professional

II. RESPONSIBILITY:

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

III. PERSONAL WORK RELATIONSHIPS:

Maintains frequent contact with co-workers, other County departments, deferral program personnel, law enforcement departments and correctional facilities, attorneys, and the public for purposes of exchanging information, and explaining policies and procedures.

Ability to communicate tactfully, both verbally and in writing.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Performs duties in a standard office environment and in courtroom involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/touching objects. Maintains considerable contact with the public and may be occasionally exposed to irate or otherwise hostile persons.

Occasionally work extended and/or evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Assistant Court Reporter for the Howard County Superior I Court describes the duties and responsibilities for employment. I acknowledge I have received this job description and understand it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

_____ Yes _____ No

Applicant/Employee Signature

Date

TO APPLY:

Please drop off resume in person to Howard County Superior 1 Court and complete an application online at www.howardcountyin.gov

Job posting date: January 2, 2023

Job posting will remain open until position is filled.