

Hendricks County
Job Description

Title: Part-Time Court Reporter

FLSA Status: Non-Exempt

Department: Court Administration

Pay Band:

Supervisor: Judge, Superior Court No. 5

PURPOSE OF POSITION:

Provides administrative support to the Magistrates' Office by following office protocols and guidelines as well as applicable court rules, statutes, and laws as they apply to an employee of the court. Prepares and maintains the record of court proceedings.

ESSENTIAL FUNCTIONS:

- Records, reports, and prepares transcripts of all court proceedings;
- Works independently in a courtroom environment; organizes and sets priorities; and performs difficult, responsible, and complex legal clerical work with speed and accuracy within required deadlines;
- Makes entries within the Odyssey Case Management System and moves documents within Task Manager, an enhancement that allows clerk and court staff to move documents electronically within queues;
- Makes entries within INCite for various agencies including the BMV, Department of Correction, and Protective Order Registry;
- Maintains exhibits and evidence;
- Checks-in litigants and attorneys for the assigned hearing;
- Prepares and maintains court calendar;
- Serves as liaison to lawyers, litigants, judges, and members of the public. Provides information relating to court hearings and charges; and
- May conduct additional duties, including witness depositions.

NON-ESSENTIAL FUNCTIONS:

- Performs other duties as assigned and
- Backs up other staff in the office as necessary

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High school diploma or GED;
- Proficient with Windows-based programs, including Microsoft Word;
- Ability to effectively and tactfully deal with other people;
- Ability to operate basic office equipment;
- Good organizational, analytical, and listening skills;

- Ability to communicate well, both verbally and in writing;
- Working knowledge of court functions and operations;
- Attention to detail;
- Ability to adhere to provisions of the Indiana Code of Judicial Conduct applicable to court employees; and
- Ability to work independently.

RESPONSIBILITY:

Incumbent works under established guidelines and procedures. Errors in work can have severe adverse effects on the office as well as on the proper functioning of the department.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, and the general public for the purpose of obtaining and providing factual information.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is performed in a courtroom and standard office environment.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Part-time Court Reporter in Court Administration describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that 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

Printed Name