

Title:	Court Reporter	FLSA Status:	Non-Exempt
Department:	Magistrates/Court Administration	Pay Band:	OSS1
Supervisor:	Court Administrator	Date Prepared:	04/17/15

Purpose

Court reporters maintain the courtroom record and produce transcripts of court proceedings. Highly accurate records and transcripts of court proceedings are critical to the administration of justice.

Essential Functions

- Preparation and maintenance of court files;
- Preparation of the courtroom calendar;
- Calling roll before any proceeding commences;
- Operation of digital recording equipment and must make certain it is functioning properly before the making of a record of any proceeding commences;
- Arrange for a courtroom interpreter, when necessary;
- Make accurate and legible notes of any proceeding;
- Creation of accurate and timely Chronological Case Summary entries for cases before the court;
- Maintenance and safekeeping of the courtroom record and exhibits;
- Preserve the confidentiality and ensure the security of information, oral or written, entrusted to the reporter by any of the parties in a proceeding; and
- Courteous and professional interaction with colleagues, litigants, and the public.

Non-Essential Functions

- Ability to exercise impartiality and patience during a proceeding;
- Timely preparation of a high-quality transcript from a trial or hearing;
- Report all transcript fees received by the court reporter on an annual basis to the Indiana Supreme Court, Division of State Court Administration;
- Assist other employees of the judicial system, particularly the other court reporter assigned to the magistrates; and
- Other duties as assigned.

Education & Qualification Requirements

- At least one-year of court reporting experience or a combination of education and experience equivalent to this requirement;
- High school diploma or GED;
- Accurate typing speed in an electronic environment;
- Proficient with Windows-based programs, including Microsoft Word;
- Ability to operate basic office equipment;
- Basic familiarity with court processes and procedures;

- Ability to follow the court rules, case law, and statutes, as they apply to an officer of the court;
- Familiarity with the Indiana Judicial Center's Court Reporter Handbook;
- Ability to maintain a high level of concentration during proceedings despite frequent interruptions;
- Good organizational skills;
- Good communications skills, both oral and written;
- Attention to detail; and
- Ability to multi-task.

Working Relationships

Working relationships are with supervisor, associates in same department, other county departments, and the public.

Working Conditions & Physical Demands

Work is performed in a standard office environment. Tasks involve sitting for extended periods of time. Hendricks County is an Equal Employment Opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.