

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Court Reporter
DEPARTMENT: Superior Court No. 2
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT VI (Computer, Office Machine Operation, Technician)

DATE WRITTEN: January, 2024
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

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. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Court Reporter for the LaPorte County Superior Court No. 2, responsible for assisting assigned Judge in scheduling court proceedings, maintaining evidence, and recording, reporting, and preparing records of proceedings.

DUTIES:

Ensures the accurate recording of all necessary court proceedings, timely preparing or having a third party prepare trial and hearing transcripts.

Assists with transcribing and typing memorandums, orders, correspondence, and related documents from Superior Court No.2.

Maintains Court transcripts and exhibits and evidence as required.

Reviews legal documents, forms, orders and pleadings filed with the Court for completeness and accuracy, and updates court docket sheets as needed.

Assists with receiving and screening public inquiries by telephone and in person, determining the nature of the call, offering assistance, and/or routing caller to appropriate individual, department, or agency.

Serves as liaison between Superior Court No. 2 and various government and public agencies and departments, offering assistance and/or explaining court procedures and practices.

Maintains and updates court files and retrieves files as necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

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High school diploma or GED.

Must be at least 18 years of age.

Thorough knowledge of standard practices and procedures of the Court, legal terminology, and standard legal documents and petitions, with ability to properly record proceedings, update court docket sheets, and prepare written orders.

Knowledge of Indiana Trial Rules and proper transcript format as prescribed by the Supreme Court, and ability to accurately transcribe voice recordings and steno shorthand into typewritten form.

Knowledge of Appellate procedure and Trial Rule requirements for filing record of appeals.

Knowledge of proper note storage and retrieval system and ability to maintain accurate and organized transcripts and exhibits.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, legal documents, and written reports as required.

Ability to take Court notes, type with speed and accuracy, and properly operate standard office equipment, including computer, typewriter, calculator, transcriber, copier, telephone, steno machine, recording equipment, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Superior Court No. 2 Judge, Court personnel, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with violent/irate persons.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and rapidly for extended periods.

Ability to apply knowledge of people and locations and make simple arithmetic additions/subtractions.

Ability to occasionally work extended and/or weekend hours.

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II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule with priorities primarily determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Errors in work are primarily detected or prevented through supervisory review, legally defined procedures or notification from other departments, agencies, or the public. Undetected errors could result in loss of time, embarrassment or inconvenience to Court personnel or members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Superior Court No. 2 Judge, Court personnel, attorneys, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to the Superior Court No. 2 Chief of Staff & Superior Court No. 2 Judge.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a courtroom, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing 25 to 50 pounds, reaching, close/far vision, depth perception, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to violent/irate individuals. Incumbent occasionally works extended and/or weekend hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Court Reporter for the LaPorte County Superior Court No. 2 describes the duties and responsibilities for employment 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
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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

Print or Type Name