

**FULL TIME POSITION
Assistant Court Reporter
Delaware Circuit Court No. 5**

APPLICATIONS TAKEN UNTIL Position is Filled

Position Available: January 2, 2025

Please submit a copy of your Resume with qualifications and a county job application to

Emily Anderson
Delaware County Court Administrator
3100 S. Tillotson Ave., Ste. 190
Muncie, Indiana 47302

A job application is available in the Human Resources Office, 2nd Floor, County Building 100 W. Main Street, Muncie, Indiana 47305. A printable job application is available on line at: <http://www.co.delaware.in.us/> under the Human Resources tab.

NOTE: All county applications must be submitted for filing reference in the Human Resources Office as well as delivered to the above. If you are a county employee, you must still complete a county application to attach to your Resume.

Job Description Attached

Pay:

County Employee Transferring to Position: Base Pay: \$40,000.00 plus 2008 longevity adjustment if applicable.

New Employee: Base pay: \$40,000.00

Full-time position is 32.5 hours per week

Benefits include but not limited to: medical, dental, eye and life insurance; retirement – PERF; paid time off.

See attached job description for more information.



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Assistant Court Reporter	
Department: Circuit Courts	Position Fund Account No.:
Division:	Job Category: COMOT
Work Schedule: 8:30 a.m. - 4:00 p.m., M-F	Job Grade:
Reports to: Judge	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: August 2007 Re-evaluation Date: December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations 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 present an undue hardship.

Incumbent serves as Assistant Court Reporter for the Circuit Courts of Delaware County, responsible for recording court proceedings and providing administrative support.

DUTIES:

Attends court proceedings to ensure accurate recording of proceedings and actions, including opening court room before hearing and trials, taking notes of court proceedings, creating electronic recording of proceedings, assisting attorneys, assisting Judge during Voir Dire, maintaining integrity of evidence, exhibits, and other materials presented in court proceedings, and preparing and submitting entries for chronological case summaries (CCS).

Receives and screens inquiries by telephone and in-person, determining nature of inquiry and providing information and assistance regarding scheduling and court procedures.

Coordinates and schedules court hearings and trials.

Prepares court orders and various court documents under direction of Judge.

Reviews and processes electronic and paper filings.

Calculates credit time for offenders for sentencing and revocation purposes.

Assists the Judge as requested, including but not limited to preparing correspondence, performing research, retrieving cases, preparing jury instructions, and coordinating Special Judge cases.

Performs jury management duties, including but not limited to preparing jury venire, communicating with potential jurors, preparing jury room prior to trial, signing in jurors on morning of trial, assisting jurors with court proceedings, and providing meals as necessary.

Prepares and certifies transcripts of hearings and trials as requested, including preparing table of content to include witness names, preparing copies of transcripts for court, the public, and attorneys, and notifying parties upon completion as assigned.

Assists in maintaining office equipment and orders office supplies as needed.

Assists other Delaware County Circuit Courts as requested, answering phones and recording court proceedings.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE. One (1) to three (3) years of related job experience preferred.

Ability to meet all hiring and retention requirements, including passage of a drug test and typing test.

Working knowledge of standard policies, practices, and legal requirements of Department and ability to apply appropriate procedures to accomplish tasks and activities with accuracy and completeness and meet formal deadlines.

Working knowledge of local, state, and federal regulations, statutes, rules, standard practices, and procedures of the court, standard legal documents and petitions, and legal terminology, with ability to attend and record court proceedings, produce accurate transcripts, and provide administrative support to Judge and attorneys.

Working knowledge and experience with standard office procedures and computer software and systems used by the Department, including word processing, spreadsheets, and email, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to accurately transcribe voice recordings, prepare court orders, correspondence, legal documents, and detailed written reports.

Ability to properly operate standard office equipment, including computer, fax machine, transcriber/Dictaphone, recording equipment, teleconference equipment, presentation system, telephone, printer, copier, scanner, and calculator.

Ability to file, post, and mail materials.

Ability to effectively communicate orally and in writing with co-workers, other County departments, jurors, Probation Department, attorneys, prosecutor's office, public defenders, victim advocates, law enforcement, other county courts, Community Corrections, Department of Corrections, 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.

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

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to count, compute, and perform arithmetic operations.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, or classify data and coordinate, place, make determinations, and act based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, work under time pressure, and on several tasks at the same time.

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

Ability to occasionally work extended and evening hours.

II. RESPONSIBILITY:

Incumbent's priorities are primarily determined by a formal schedule and supervisor. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily detected or prevented through legally defined procedures, procedural safeguards, and notification from other departments, agencies, and the public. Undetected errors could result in loss of time to correct errors and inconvenience to other agencies or the public, and work delays in other departments or agencies.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, jurors, Probation Department, attorneys, prosecutor's office, public defenders, victim advocates, law enforcement, other county courts, Community Corrections, Department of Corrections, and the public, for the purposes of giving and receiving information, presenting subject matter, and rendering services.

Incumbent reports directly to Judge.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and courtroom, involving sitting/walking at will, standing/walking for long periods, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to irate or hostile individuals.

Incumbent is occasionally required to work extended and evening.

V. OTHER:

The incumbent is a court employee. All court employees are required to maintain a high ethical standard both at work and outside of work. All court employees are bound by the Code of Judicial Conduct and must ensure that their actions are ethical in compliance with the Code.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Assistant Court Reporter for the Circuit Courts of Delaware County 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 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_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor