

POSITION OPENING

Court Reporter/Legal Secretary – Dearborn County Superior Court II

RESPONSIBILITIES

Provides court reporting duties for civil and criminal docket. Court reporting duties include accurate recording and documentation of court proceedings to maintain legal record; and logging, marking, and maintaining exhibits and evidence during court proceedings and trials.

Accurately transcribes court proceedings using legal terminology and required format for submission to the Court of Appeals and Supreme Court and is knowledgeable of proper procedure for appellate review and meets deadlines.

Assists in establishing and maintaining court docket for hearings and trials.

Maintains accurate and timely docketing of case activity in individual civil and criminal cases.

Prioritizes incoming court documents and motions utilizing court experience and legal secretarial skills on a daily basis.

Assist in preparing sentencing abstracts and other legal documents accurately.

Transcribes and types memorandums, court orders, reports and a variety of correspondence as required.

Inputs and processes documents through court technology system.

Communicates effectively with the public, court staff, other county departments, and attorneys.

QUALIFICATIONS

Energetic, self-motivated individual who can multi-task and is interested in serving our community.

Must possess strong technological and typing skills.

Advanced communication and writing skills are a plus.

Legal background is very helpful.

Dearborn County is an equal opportunity employer.

Send resume/application to Judge McLaughlin at smclaughlin@dearborncounty.in.gov.