

# POSITION OPENING

Court Reporter

Superior Court II

## DUTIES

Provides transcription, recording and appropriate documentation of Court trials and hearings.

Types written Court orders and processes motions, filings and orders through Odyssey legal computer filing system.

Processes new cases, closing cases and entering judgments pursuant to office protocol.

Answers phones, providing pertinent non-legal information to jurors and pro-se litigants.

Follows office protocols in marking and preserving evidence presented at hearings and trials.

Has working knowledge and expertise in using computer system, video equipment and recording system in the courtroom.

Maintains confidentiality of all Court information and abides by all ethical guidelines required by the Court and Judges.

Assists with jury process and paperwork.

Coordinates with Probation and facilitates orders, violations, and probation requests.

Works with attorneys and their staff to coordinate scheduling of Court time.

Works with law enforcement staff to coordinate scheduling of inmate Court appearances.

May assist with other special duties as assigned.

## REQUIREMENTS

Prefer individual with legal secretary/court reporter experience. Will consider individual with computer skills, strong work ethic, and interest in learning. Pay commensurate with experience. Prefer full-time. May consider part-time.

**Dearborn County Government is an equal opportunity employer.**

Candidates can obtain a Dearborn County Employment Application from the Dearborn County Administration Building, Monday-Friday from 8:30 am-4:30 pm or [dearborncounty.org](http://dearborncounty.org)

Please send resumes/applications to Michelle Blackwell at 165 Mary Street Lawrenceburg, IN 47025 or e-mail to [mblackwell@dearborncounty.in.gov](mailto:mblackwell@dearborncounty.in.gov) Application/Resume must be submitted by 4:30 pm on 03/08/2023.