

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Court Reporter
DEPARTMENT: Circuit Court
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2009

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

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. Cass 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 those accommodations would present an undue hardship.

Incumbent serves as Court Reporter for Cass Circuit Court, responsible for assisting Judge, scheduling Court proceedings, maintaining evidence, and recording, reporting and preparing records of proceedings.

DUTIES:

Ensures the accurate recording of all Court proceedings and actions, transcribing and typing trial and hearing transcripts and distributing copies to appropriate parties.

Maintains the integrity of all exhibits offered into evidence at trial, collecting exhibits and recording status of each exhibit in a detailed exhibit log. Maintains evidence and purges/disposes of evidence in compliance with Court Retention Policy.

Transcribes and types memorandums, court orders, judgments, reports, correspondence, and related documents from the Court. Prepares preliminary and final instructions and verdict forms for jury trials.

Reviews all files on the Court's calendar, ensuring accurate and orderly tracking of each case. Schedules Court hearings and notifies appropriate parties.

Periodically reviews inactive cases, prepares and distributes orders to show cause, schedules hearings, and prepares orders for dismissal or pre-trial conferences.

Maintains, updates and organizes Court files and retrieves as necessary.

Prepares/processes Department payroll and claims, assists Judge with preparation of Court budget, including monetary transfers and additional requests for funds. Balances account book with Budget Status Report and maintains complete financial records.

Compiles Court statistics for State quarterly and annual reports.

Maintains and orders office supplies and/or services as needed.

Receives and screens public inquiries by telephone and in person, determining nature of the call, providing information and assistance, and/or directing caller to appropriate individual, department or agency.

Serves as liaison between the Judge and various government and public agencies and departments, offering assistance and/or explaining Court procedures and practices as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 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 and prepare chronological case summaries and written orders as required.

Working knowledge of standard office procedures and computer software programs used by the Courts, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard accounting/bookkeeping practices and principles, and ability to perform arithmetic operations, prepare budget and payroll expenditures, and maintain complete financial records.

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

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to type with speed and accuracy and properly operate standard office equipment, including computer, typewriter, calculator, transcriber/Dictaphone, fax machine, copier, telephone, and digital recording equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, 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 irate/hostile persons.

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

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

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

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

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and read/interpret detailed Court orders and documents.

Ability to occasionally work extended hours and/or evenings.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor. Assignments are guided by broad policies and/or general objectives with incumbent referring to supervisor when interpretations of Departmental policies, programs, or expenditures are thought necessary. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks and procedural safeguards. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County Departments, Judge, Court personnel, attorneys, and the public for purposes of exchanging/verifying information and explaining Court policies and procedures.

Incumbent reports directly to Judge.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a courtroom, involving sitting for long periods, standing/walking at will, keyboarding, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent maintains frequent contact with the public and may be exposed to irate/hostile persons. Incumbent occasionally works extended hours and/or evenings.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Court Reporter for the Circuit Court 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 _____

Applicant/Employee Signature

Date

Print or Type Name