



HOWARD COUNTY GOVERNMENT
Job Posting

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Howard County Government is an Equal Opportunity Employer

ASSISTANT COURT REPORTER

POSITION: Assistant Court Reporter
DEPARTMENT: Superior Court 1
WORK SCHEDULE: M-F, 8A-4P

STATUS: Full Time
FSLA STATUS: Non-Exempt
SALARY: \$48,441

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compiles court records and performs general office duties under the direct supervision of the Superior Court I Judge.

DUTIES:

Report and record court proceedings and minutes.
Mark, catalog, and secure presented exhibits and evidence.
Type criminal pleadings and scheduling.
Coordinate jury trials and pretrials with court and attorneys.
Coordinate hearings with the jail.
Take dictation and transcribe and type orders from the Judge.
Translate recorded material into finished transcript.
Proofread transcripts, clarifying questionable areas and correcting errors.
Post minutes, filings, and court rulings.
Keep Court calendar.
Assist answering telephone calls, directing calls, taking messages, or answering questions.
Assist in general office duties.
Process paperwork.
Prepare and submit payroll for the office.
Insure proper supplies are purchased and are on hand.
Prepare and submit claims on behalf of the Court
Prepare jury instructions.
Prepare and monitor budget.
Schedule maintenance/repairs for the office.

Take and distribute minutes, including civil, criminal, and non-routine/special.
Clerk the counter.
Sort mail, in-boxes, and filings from the clerk's office.
Create new calendars, charts, signs, notices, etc.
Perform general secretarial duties.
Assist with juries.
Advise Pro-Se filers as to procedures.
Make, organize, and update text codes.
Assist Judge and attorneys as necessary
Perform such other functions as may, from time to time, be assigned by the Judge or Court Reporter.

SKILLS:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished with written, oral, diagram, or schedule form.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

RESPONSIBILITY:

Responsibilities include making decisions; planning, assigning, and directing work; and addressing complaints and resolving problems. Typing, computer, and transcribing and recording skills are required for the completion of the duties of this job

EDUCATION AND EXPERIENCE:

Associates degree (A.A.) or equivalent from two year college or technical school; or 6 months to 1 year related experience and/or training; or equivalent combination of education and experience.

To apply for this position, please complete a Howard County Employment application located online at <https://www.in.gov/counties/howard/home/careers/>

Send application and resume to:

Kari Rennaker, HR Director, kari.rennaker@howardcountyin.gov.

Applications must be received on or before August 17, 2026.