

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

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

DATE WRITTEN: May 2010

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

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. Cass County provides reasonable accommodation 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 cause an undue hardship.

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

DUTIES:

Ensures the accurate recording of all Court proceedings and actions, transcribing and preparing trial and hearing transcripts and distributing copies to appropriate parties, and maintaining integrity of exhibits offered into evidence.

Maintains Court Calendar, including entering Court dates into electronic calendar, preparing and organizing files daily, and ensuring accurate and orderly tracking individual cases.

Receives and reviews legal documents, forms, and requests filed with the Court for completeness and accuracy, makes data entries on case filings, and prepares docket for Judge.

Answers telephone and greets office visitors, determining nature of the call, providing information and assistance, and/or directing caller to appropriate individual, department or agency.

Prints orders for mental health causes, including attaching and distributing notices to appropriate parties.

Performs various accounting and/or bookkeeping functions, including managing Court budget and fund account ledgers, posting disbursements, transfers additional appropriations, maintaining current balance, assisting with preparing annual reports on Court expenditure and budget requests, and preparing Department payroll.

Monitors and prepares judicial activity for quarterly reports to State Division of Court Administration.

Manages continual record of criminal files and submits report to Judge as required.

Oversees and assists jurors, including preparing Jury venue and mailing and entering questionnaires in computer

Serves as liaison between Court and Jury, including preparing juror pay and mileage claims and verifying individual employers.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

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 written orders as required.

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

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, legal documents and detailed written reports.

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

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

Ability to properly operate standard office equipment, such as computer, calculator, fax machine, copier, and telephone.

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 work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

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

Ability to compile, collate, classify data, analyze and evaluate data, and apply knowledge of people and locations.

Ability to regularly work extended hours, and occasionally work evening hours and weekends.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal Court schedule with work priorities primarily determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through procedural safeguards. Undetected errors could result in loss of time to correct error and work delays in other department or agencies.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Judge, Court personnel, attorneys, and the public for the purpose of exchanging/verifying information.

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/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, close/far vision, hearing sounds/communication, and speaking clearly. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult individuals. Incumbent regularly works extended hours, and occasionally weekend and evening hours.