

POSITION DESCRIPTION
CASS SUPERIOR 2 COURT REPORTER

Work Schedule: 35 hours per week, Monday through Friday, 8:00 a.m. to 4:00 p.m.

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 abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The incumbent serves with others as a court reporter, bailiff, secretary, jury administrator and scheduler for the court, responsible for preparing and processing records of court proceedings, scheduling the court's workflow, and facilitating the hearings and processes of the court.

Duties:

Attends and makes audio recordings and notes of various court proceedings, including operation of recording equipment. Types verbatim transcripts in a format established by the Indiana Court of Appeals, from recordings as requested, or retrieves and sends recordings to transcribers, maintaining records of date/to whom sent to comply with time standards established by the Indiana Court of Appeals.

Takes custody of case evidence according to statutory requirements, including inventorying items, packaging, labeling, and filing in secure storage/evidence facilities. Disposes of obsolete evidence and exhibits annually according to statute, retention schedules, and local court rules.

Prepares daily court schedule and ensures all files and related documents are available. Timely coordinates with security personal and/or sheriff's staff when jail inmates are scheduled for hearing. Prepares chronological case entries in the Odyssey case management system as needed to document all action taken by the court, in pro se, formal, miscellaneous, pretrial, civil, criminal, probate, and/or juvenile proceedings.

Schedules hearing dates for the court including special judge cases, coordinating such dates with attorneys and calendars. Prepares and distributes court calendar.

Serves as liaison with attorneys, prosecutor, clerk, interpreters, probation and security. Completes pauper counsel slips for indigent appointments, and provide litigants with procedural information.

Performs various clerical duties as assigned or as needed, including preparing/maintaining presentence files, writing/typing documents such as abstracts of judgments, transport orders, protection/no contact orders, sentencing orders, initial hearing documentation.

Provides secretarial assistance to judge, including taking/transcribing dictation, periodically researching/compiling information, and occasionally attending meetings with or in absence of judge and taking notes.

Maintain the supply and currency of in court process forms.

Receives court mail and processes the same or distributes to appropriate individuals.

Performs office administrator duties as assigned including preparation of the court's payroll, annual or quarterly reports to the Office of Court Services, maintaining the court's budget and claim submission/processing, and jury administration in the absence of a court administrator. Is familiar with and can operate all applications within the Indiana Court Information Technology Extranet utilized by the court.

Occasionally performs bailiff duties during jury trials, serving as a liaison between potential jurors and the court, and between jurors and the court. Calculates jury expenses, to include the preparation of vouchers for juror expenses. Maintains decorum in the courtroom, including instructing spectators on conduct.

Answers telephones/respond to emails and greets office visitors, including determining purpose of call/visit, responding to inquiries, researching general case information on computer or in files, directing to appropriate individual or taking messages as needed.

Performs duties of other court personnel as needed. Performs related other duties as assigned.

Job Requirements and Difficulty of Work:

High school diploma or GED and a minimum of one year of relevant clerical experience, preferably in a legal or court environment.

Working knowledge of standard office and court policies and procedures and related terminology, and ability to apply such knowledge to a variety of interrelated tasks.

Ability to type with speed and accuracy, and properly operate a variety of standard office equipment, computer, printer, scanner, telephone, fax machine, copier, answering machine, and court recording equipment.

Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other state and county functions, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow oral and written instructions, and appropriately respond to constructive criticism.

Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interpersonal relationships with co-workers.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of court information/records in accordance with state requirements.

Ability to comply with all court policies and work rules, including, but not limited to, attendance, safety, drug free workplace, and personal conduct.

Ability to occasionally work extended and/or evening hours.

Possession of a valid driver's license and demonstrated safe driving record.

Responsibility

Incumbent operates within general guidelines and department policies, with desired results of work clearly specified. Unusual challenges are discussed with the supervisor and incumbent is responsible for exercising independent judgment in applying departmental policies in a variety of situations and circumstances. Incumbent performs a variety of standard duties with work priorities determined by supervisor, customary routine, court schedule, and the service needs of the public. Errors in incumbent's work are primarily detected or prevented through procedural safeguards and/or notification from other departments, agencies, or the public. Undetected work errors could result in endangerment to self and others, loss of time to correct the error, loss of resources to the court, work delays in other departments or agencies, and/or inconvenience to other agencies or the public.

Personal Work Relationships

Incumbent maintains frequent contact with co-workers, other state and county departments, county jail, other court personnel, law enforcement agencies, and the public for the purpose of exchanging information, ideas, explaining/interpreting policies and procedures.

Incumbent reports directly to the judge of the court.

Physical Effort and Work Environment

Incumbent performs duties in a standard office environment and courtroom involving sitting for long periods of time, close and far vision, reaching, hearing sounds/communication, handling/grasping objects, and keyboarding. Incumbent occasionally works extended and/or evening hours. Incumbent may work with or be exposed to violent/irate individuals.