

**POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA**

POSITION:	Court Reporter	DATE WRITTEN:	October 2022
DEPARTMENT:	Superior Court III & IV-D Court	DATE REVISED:	
WORK SCHEDULE:	As Assigned	PERSONNEL:	3/13/2023
JOB CATEGORY:	COMOT V	COMMISSIONERS:	
		COUNCIL:	

STATUS: Regular Part-time
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. Tippecanoe 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 the accommodation would present an undue hardship.

Incumbent serves as Court Reporter for Tippecanoe Superior Court III, & IV-D Court, responsible for preparing records of court proceedings, and preparing and processing court documents.

DUTIES:

Attends and makes audio recordings and written notes of court proceedings, including operating recording equipment, taking notes, and labeling exhibits or other documents as needed. Prepares exhibits and court reporter notes for storage, including inventorying items, writing information on storage envelope, packaging and filing in evidence room and scanning notes into computer for long-term storage. Types transcripts of recordings as requested. Arranges for remote appearances at hearings and for prisoner transports to and from hearings.

Performs various clerical duties as assigned or as needed, including writing/typing documents, such as orders, forms, and correspondence, making chronological case summary entries, and entering or updating data on computer in Quest, Odyssey, and Incite.

Maintains court calendars, including scheduling/rescheduling court hearings, notifying appropriate parties, entering cases on computer, and arranging/scheduling temporary judges/judges pro tem/senior judges/special judges as needed.

Maintains communication with various departments, agencies, and individuals such as co-workers, other courts, other County departments, attorneys, litigants, law enforcement agencies, probation, Department of Correction, CASA, Department of Child Services, school officials, social service and placement agencies, vendors, and the public.

Periodically assists in answering telephone and greeting office visitors, providing information and assistance, taking messages, or directing/transferring to appropriate individual or department.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Working knowledge of QUEST, Odyssey, and Incite computer programs.

Working knowledge of standard office and court policies and procedures, juvenile codes and related statutory timelines, legal requirements and terminology, and 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 and documents as assigned.

Ability to take notes and type with speed and accuracy, and properly operate a variety of standard office equipment, including, computer, printer, scanner, transcriber/Dictaphone, telephone, fax machine, copier, and calculator.

Ability to operate recording equipment and audio-visual equipment.

Ability to provide public access to, or maintain confidentiality of, department and information and court 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 understand and follow oral and written instructions, and work with others in a team environment, often under time pressure.

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

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

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

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

Ability to apply knowledge of people, locations and plan/layout assigned work projects.

Ability to count, perform arithmetic operations, compare/observe data, analyze, evaluate, observe, coordinate place compare similarities and differences between data, people, or things.

Ability to effectively communicate orally and in writing with co-workers, other courts, other County departments, attorneys, litigants, law enforcement agencies, probation, Department of Correction, CASA, Department of Child Services, school officials, social service and placement agencies, jails, mediators, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to occasionally work extended and evening hours.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to well-established policies and procedures, with priorities determined by supervisor. Work is periodically reviewed for technical accuracy and adherence to instructions/guidelines and department policies and procedures. Errors in incumbent's work are usually prevented through procedural safeguards and are detected through supervisory review or legally defined procedures. Undetected errors may result in loss of time for correction and/or work delays to other departments/agencies, loss of money to department, inconvenience to agencies or the public and may cause endangerment to self or others.

III. PERSONAL WORK RELATIONSHPS:

Incumbent maintains frequent contact with co-workers, other courts, other County departments, attorneys, litigants, law enforcement agencies, probation, Department of Correction, CASA, Department of Child Services, school officials, social service and placement agencies, jails, mediators, vendors, and the public for purposes of exchanging information and explaining policies and procedures.

Incumbent reports directly to Court and Quest Administrator and Superior Court III Judge/IV-D Commissioner.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and courtroom involving sitting for long periods, standing/walking at will, keyboarding, close and far vision, color/depth perception, hearing sounds/communication, speaking clearly, bending, reaching, handling/grasping/fingering objects, pushing/pulling objects, and lifting/carrying objects weighing up to 25 pounds.

Incumbent is occasionally required to work extended and evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Court Reporter for Tippecanoe County Superior Court III and IV-D 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