

**FULL TIME POSITION  
Assistant Court Reporter  
Delaware Circuit Court No. 5**

**APPLICATIONS TAKEN UNTIL Position is Filled**

Position Available: April 10, 2024

Please submit a copy of your Resume with qualifications and a county job application to

Emily Anderson  
Delaware County Court Administrator  
3100 S. Tillotson Ave., Ste. 190  
Muncie, Indiana 47302

*A job application is available in the Human Resources Office, 2<sup>nd</sup> Floor, County Building 100 W. Main Street, Muncie, Indiana 47305. A printable job application is available on line at: <http://www.co.delaware.in.us/> under the Human Resources tab.*

**NOTE: All county applications must be submitted for filing reference in the Human Resources Office as well as delivered to the above. If you are a county employee, you must still complete a county application to attach to your Resume.**

**Job Description Attached**

Pay:

County Employee Transferring to Position: Base Pay: \$36,289.00 plus 2008 longevity adjustment if applicable.

New Employee: Base pay: \$36,289.00

Full-time position is 32.5 hours per week

Benefits include but not limited to: medical, dental, eye and life insurance; retirement – PERF; paid time off.

See attached job description for more information.



## Delaware County Job Description

<b>Job Title</b>	Assistant Court Reporter	<b>EEO Classification</b>	Administrative Support Workers
<b>Department</b>	Circuit Courts	<b>EEO4 Function</b>	Financial Admin
<b>Supervisor</b>	Judge	<b>Job Grade</b>	
<b>Work Schedule</b>	8:30 am – 4:00 pm, M-F	<b>Status</b>	Full-time
<b>FLSA Status</b>	Nonexempt, Comp/OT Eligible	<b>Position Type</b>	Hired
<b>Job Category</b>	COMOT (Clerical-Comp, Office Machine Operations, Technician)	<b>Effective Date</b>	10/23/2018

*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, skills, and abilities required. Delaware 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.*

The Job Descriptions for Court Personnel are cumulative to cover all responsibilities of assistant court reporters. There are tasks that are required of some in certain courts and tasks that are not required in other courts. In order to maintain consistency to cover changes in personnel, all areas of the job are indicated in this description.

### RELATIONSHIPS

Reports to: Judge

Subordinate Staff: None

Other Internal Contacts: Other Courts and staff, Court Administrator, Probation

External Contacts: Courts in other counties, Indiana Appellate Court, Attorneys, Court of Appeals, Department of Correction, General Public, Sheriff's Department, Clerk's Office, Community Corrections

### JOB SUMMARY

Primarily responsible for several duties related to the activities of the court, including office duties, in court duties and jury trial duties. Works under administrative direction, normally performing the duty assignments using methods and procedures at his/her discretion and limited only by policies set by administrative or legislative authority. End results determine effectiveness.

## JOB DOMAINS

### **A. In Office Work- 70%**

1. Enter events on Chronological Case Summaries of civil and criminal cases.
2. Type orders from dictation and create orders from hearings held in court.
3. Schedule court hearings and trials.
4. Assist judge with research (retrieve cases) as needed.
5. Organize files and/or printed dockets prior to hearings and trials.
6. Assist attorneys with questions regarding CCS and scheduling.
7. Help maintain office equipment (copier, fax, printer, and computers).
8. Schedule hearings and type orders for out of county cases in which the Judge is serving as Special Judge.
9. Prepare jury instructions for judge.
10. Answer the telephone and route the calls as necessary.
11. Determine files needed and order them from clerk.
12. Sort files and supplement files with CCS daily.
13. Prepare Abstracts of Judgment on INcite for the Department of Correction.
14. Calculate credit time for offenders for sentencing/revocation purposes.
15. Prepare Jury Venire.
16. Talk to potential jurors on the telephone and provide deferrals to them, if necessary.
17. Call potential jurors if a trial gets cancelled to let them know they do not need to appear.
18. Create necessary paperwork for attorneys and the Judge needed at trial.
19. Prepare the jury room for jurors prior to trial.
20. Sign in jurors the morning of trial when they arrive.
21. Review documents in e-file and process accordingly.
22. Forward documents through court's case management software to appropriate staff.
23. Perform any other duty requested by the Judge.

### **B. In Court Time –30%**

1. Electronically record proceedings held in court.
2. Make and keep notes of court proceeding.
3. Assist attorneys during court proceedings (i.e. marking exhibits).
4. Open courtroom for hearings/trials.
5. Assist jury with court procedures.
6. Assist the Judge during Voir Dire with the seating chart of jurors.

### **C. Preparing Transcripts –These duties are not performed by all assistant court reporters/bailiffs (Note: These duties are done outside of the office unless required by statute to prepare in-office for indigent defendants)**

1. Type transcripts of hearings/trials as requested by attorneys for purposes of appeal or other purpose and certifying same.
2. Prepare tables of contents of witnesses and exhibits.
3. Bind volumes of transcripts and tables of contents.
4. Notify parties upon completion.
5. Certify transcript.

#### KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of basic computer skills including word processing and Internet use.
2. Knowledge of court's case management software.
3. Knowledge of statutory requirements of forms of transcripts and deadlines.
4. Verbal communication skills to interact with various contacts.
5. Writing skills to prepare transcripts and other documents.
6. Basic math skills to perform calculations.
7. Reading skills to proofread orders, transcripts, and CCS events.
8. Ability to organize, manage time, and type.
9. Knowledge of legal terminology.
10. Knowledge of rules of civil and criminal procedure.

#### WORKING CONDITIONS

1. Job duties are normally performed in standard office conditions.
2. Hours are normally within standard work day. However, employee may be required to work non-standard hours (jury trial).
3. Furnish own tools or equipment (transcripts).

#### EDUCATION AND EXPERIENCE REQUIREMENTS

1. High school diploma.
2. Education and/or experience with Microsoft Office products.
3. Proficient typing skills.
3. 1 to 3 years previous job related experience preferred.

#### PROFICIENCY

1. It may take six (6) to nine (9) months to become proficient in this position.
2. Employee should stay current with local and statewide administrative rules, policies, and procedures, and adhere to the same to ensure continued proficiency in the position. The employee should become proficient within six (6) to nine (9) months as new rules, policies, procedures, technology, and applications arise.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED, BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK PROJECTS OR DUTIES AS ASSIGNED BY SUPERVISORS. THIS JOB DESCRIPTION IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.



**DOCUMENT HISTORY**

<b>Initial Document</b>		<b>Original Author: Lana Scroggins</b>		<b>Title: Court Administrator</b>	
		<b>Department: Human Resources</b>		<b>Revised on 10/9/18 by Board of Judges</b>	
<b>Change History</b>		<b>Revision</b>	<b>Description of Changes</b>	<b>Approval Date</b>	<b>Approved By</b>
		0	Original document	8/7/07	
		1	Transfer to new template	6/1/10	
		2	Update	10/23/18	County Council

*The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.*