

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

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

**DATE WRITTEN:** March 2010

**STATUS:** Full-time

**DATE REVISED:**

**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. Cass 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 those accommodations would present an undue hardship.

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

**DUTIES:**

Ensures the accurate recording of all Court proceedings and actions, transcribing and typing trial and hearing transcripts and distributing copies to appropriate parties.

Maintains the integrity of all exhibits offered into evidence at trial, collecting exhibits and recording status of each exhibit in a detailed exhibit log. Maintains evidence and purges/disposes of evidence in compliance with Court Retention Policy.

Transcribes and types memorandums, court orders, judgments, reports, correspondence, and related documents from the Court.

Composes and types routine chronological case summaries and communicates with attorneys regarding case status.

Reviews all files on the Court's calendar, ensuring accurate and orderly tracking of each case. Schedules Court hearings and notifies appropriate parties.

Receives and screens public inquiries by telephone and in person, determining nature of the call, providing information and assistance, and/or directing callers to appropriate individual, department or agency.

Maintains notice of appeals filed by attorneys and coordinates preparation of appellate transcripts.

Compiles Court statistics and prepares required reports.

Serves as liaison between the Judge and various government and public agencies and departments, offering assistance and/or explaining Court procedures and practices as needed.

Maintains, updates and organizes Court files and retrieves as necessary.

Prepares/processes Department payroll and claims, assists Judge with preparation of Court budget, including monetary transfers and additional requests for funds. Balances account book with Budget Status Report and maintains complete financial records.

Performs duties of Bailiff in his/her absence or as needed.

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 chronological case summaries and written orders as required.

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

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

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

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

Ability to type with speed and accuracy and properly operate standard office equipment, including computer, typewriter, calculator, transcriber/Dictaphone, fax machine, copier, telephone, and digital recording equipment.

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

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

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure from formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and/or locations and read/interpret detailed Court orders and documents.

Ability to regularly work extended hours.

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

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine and standard practices and policies of the Court with 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. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected or prevented through prior instructions from supervisor or notification from other departments, agencies or the public. Undetected errors could result in inconvenience to other agencies or the public.

## **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, keyboarding, lifting/carrying objects weighing less than 25 pounds, bending, reaching, close/far vision, depth perception, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons. Incumbent regularly works extended hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Court Reporter for Superior Court II 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