

**POSITION DESCRIPTION  
COUNTY OF DECATUR, INDIANA**

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

**DATE WRITTEN:** November 2023

**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. The County of Decatur 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 the Decatur County Circuit Court, responsible for preparing and processing recordings and documentation of Court.

**DUTIES:**

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

Prepares and submits various court documents, such as court orders, quarterly reports, transcripts, records of judgments, and orders to Clerk.

Attends Court hearings, including running records and taking notes during the hearing. Prepares orders from hearings for filing and processes all paperwork through E-filing and mail. Prepares transcripts as needed.

Assists attorneys and other parties in obtaining required information.

Communicates and corresponds with other agencies such as Court Services, Sheriff's department, Jury Administrator, Clerk's Offices, and others.

Answers telephone and greets office visitors, providing information and assistance, responding to inquiries including attorneys, answering public questions, and directing callers to appropriate individual or taking messages as needed.

Performs various bookkeeping duties, such as preparing and submitting claims and transfers to Auditor, balancing books when status report is received from Auditor, and preparing salary budget and budget for Circuit Court.

Prepares reports on court budget, expenditure worksheet, and quarterly reports, submitting reports to State as required. Prepares and submits IV-D budget and claims to State.

Performs various clerical duties, such as preparing mail, opening mail, making copies, filing, typing letters, and running monthly back-up of court proceedings. Maintains department calendar, including setting court hearings.

Performs other related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE required, and previous relevant experience preferred.

Ability to meet all hiring and retention requirements, including passage of a drug test and background check.

Thorough knowledge of and ability to adhere to ethical restrictions and requirements set by Indiana Code of Judicial Conduct.

Practical knowledge of and ability to make practical application of local, state, and federal regulations, Indiana statutes, standard practices and procedures of the court, Court Reporter manuals, and legal terminology of the criminal justice system.

Practical knowledge of standard court reporting processes and ability to read and record verbatim court proceedings, prepare abstracts, and use digital recordings.

Practical knowledge of basic computer skills including word processing, spreadsheet, email, and Department-specific software and applications such as case management systems, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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

Ability to maintain current knowledge of legislative changes in the law.

Ability to apply knowledge of people and locations.

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

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

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

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

Ability to calculate, count, and perform simple arithmetic calculations.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, procedures, and job tasks, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Child Services, Child Support Office, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to regularly work extended hours, evenings, and occasionally travel out of town for seminars.

## **II. RESPONSIBILITY:**

Incumbent performs duties as Court Reporter with work priorities and schedules primarily determined by supervisor and a formal schedule. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretation. Periodically, decisions are made in absence of specific policies with moderate flexibility in the job. Work errors are primarily detected or prevented through notification from other departments and the public. Undetected errors could result in inconvenience to other agencies or public and loss of time to correct error.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains contact with co-workers, other County departments, Indiana Department of Child Services, Child Support Office, Indiana Department of Corrections, attorney's offices, and the public for the purpose of giving and receiving information and rendering services.

Incumbent reports directly to Circuit Court Judge.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and courtroom, including sitting and walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, speaking clearly, keyboarding, close vision, depth perception, and hearing sounds/communication. Incumbent may be exposed to potentially irate or hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent is occasionally required to work extended hours, evenings, and occasionally travel out of town for seminars.

Salary is commensurate with experience.

Interested applicants should submit a resume/application to [HR@decaturcounty.in.gov](mailto:HR@decaturcounty.in.gov)

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