



THE SUPERIOR COURT OF LAKE COUNTY CRIMINAL DIVISION

2293 North Main Street
Crown Point, IN. 46307

JOB OPENING

FULL-TIME SECRETARY-FLOATER

JOB SUMMARY

The Secretary-Floater will be responsible for facilitating communications within the office and fielding phone interactions with the public. You will also assist the Criminal Judges and their staff with their various daily duties. You will be the point of reference for all queries directed toward the Criminal Courtrooms.

EDUCATIONAL REQUIREMENTS: High School Diploma/GED
Legal Secretary Background

SKILLS REQUIRED: Type at least 50 WPM
Excellent written /verbal skills
Effective time management and the ability to multi-task
* (legal terminology helpful but not required)

WORK SCHEDULE: Mon-Fri 8:30 am – 4:00 pm (37.5 hrs/week)

PAY RATE: \$39,045.00/year

BENEFITS: Medical, Dental, Vision
Retirement Plan (company paid)
PTO/Sick/Vacation Time
Compensatory Time
15 Paid Holidays
Paid Birthday off



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JOB DUTIES:

- Helping with daily overflow of work for different courtrooms.
- Substituting for Judges' and Magistrates' secretaries on a temporary basis.
- Transcribe, type entries and orders, scan and process all filings, motions and orders into the Odyssey system.
- Schedule miscellaneous hearings and record daily filings.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, and outstanding warrants.
- Prepare a daily list of the court call, and copy and deliver the document to various offices.
- Daily pick up and deliver mail to various courtrooms.
- Search defendant's cases and input data using the Odyssey system.
- Examine and prepare documents recording the outcomes of court proceedings.
- Perform administrative tasks, such as answering telephone calls, filing court documents, or maintaining office supplies or equipment.
- Transcribe, prepare and issue orders of the court, such as probation orders, release documentation, sentencing information.
- Perform general office duties such as taking or transcribing dictation, typing or proofreading correspondence, distributing or filing official forms or scheduling hearings.
- **Other duties as assigned.**

***The Judges reserve the right to assign/reassign/modify duties and responsibilities to this position at any time.**

Please apply at the office of Gwen Givens, Personnel Coordinator, Courts Building, 2nd Floor, Lake County Government Center 2293 North Main Street Crown Point, IN. 46307 or email a copy of your resume to givengr@lakecountyin.org.