



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: \$40,998.00/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.



Lake County Criminal Court

2293 North Main Street
Crown Point, IN. 46307

Employment Application - SECRETARY

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Desired salary: _____ Date available: _____

Are you a citizen of the United States? YES NO
 If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for the Lake County Court? YES NO
 If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

How many words per minute can you type? _____

How would you rate your knowledge of legal terminology? (beginner, intermediate, advanced) _____

How would you rate your customer service skills? (beginner, intermediate, advanced) _____

Do you have any medical issues that would prevent you from performing all duties of this position? If "Yes", please explain.

List any skills, abilities, or accomplishments that you feel would qualify you for this position:

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Employment History

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

References

Please list 3 references (at least 2 must be professional)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Disclaimer and Signature

We are an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and/or harassment of any kind. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, veteran status or disability status or any other legally protected class.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination.

Signature: _____ Date: _____