



LAKE COUNTY GOVERNMENT CENTER  
2293 NORTH MAIN STREET  
CROWN POINT, IN 46307  
**(Internal / External)**

Department: **Lake Superior Court – Juvenile Division**  
**3000 West 93<sup>rd</sup> Avenue**  
**Crown Point, IN 46307**

Position: **Court Reporter**

Classification: **Full Time**

FLSA: **Non-Exempt**

Direct Reports:**0**

Reports to: **Judicial Magistrate**

**Requirements:**

- Ability to work from home for virtual court hearings, in-person in the courtroom, or a hybrid of both within the same day or work week as directed by judicial officer
- Ability to access and maintain files
- Ability to operate cloud-based video conferencing software
- Ability to effectively communicate by telephone, in person and in writing
- Experience in PC based applications, Microsoft Office and Windows
- Familiarity with the Juvenile Justice System
- Familiarity with various state and local governmental agencies
- Knowledge of legal terminology
- Ability to operate a PC, printer, typewriter, photocopier and fax machine

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**Purpose of Position/ Summary:**

This position records and transcribes court testimony accurately and further assists in the operation of a smoothly functioning court environment.

## **Essential Duties/Responsibilities:**

- Record and prepare orders for Court's approval
- Monitor digital recording of all court room testimony/hearings accurately
- Mark exhibits and assume responsibility for same
- Label, date and store digitally recorded hearings on CD; file according to date
- Take depositions for Public Defenders and/or private attorneys upon request
- Cover secretary station when needed
- Prepare digitally recorded transcripts from court hearings for appeals, waiver hearings, and attorney or pro-se request
- Field telephone inquiries
- Cover any courtroom as needed which could include multiple courtrooms in a given day or ability to cover multiple virtual hearings from home or the workplace
- Set petitions for hearings
- Maintain court calendars
- Communicate with IT personnel regarding updates and changes in practices to ensure efficient operation of the courts
- Interact with public, as well as co-workers, in a courteous, professional manner at all times
- Maintain confidentiality at all times as most juvenile records are confidential
- Perform tasks as directed by judicial officers

**All resumes and applications must be sent to the Human Resources Department of Lake County**

**Attn: Human Resources  
2293 North Main Street  
Crown Point, IN 46307**

**\*Application are located on the 3rd floor of Government Center in the Human Resources\***