



# THE SUPERIOR COURT OF LAKE COUNTY CRIMINAL DIVISION

2293 North Main Street  
Crown Point, IN. 46307

## JOB DESCRIPTION

### FULL-TIME COURT REPORTER ROOM 1

#### JOB SUMMARY

The Court Reporter for the Lake County Criminal Courts will be responsible for creating an accurate and verbatim record of legal proceedings, including court hearings, depositions, trials, and other legal events. Using stenographic machines, the Court Reporter will also capture spoken words, gestures, and other auditory cues during proceedings. He/She must have precision, attention to detail, and the ability to work in a criminal court environment.

**EDUCATIONAL REQUIREMENTS:** Certificate or Associates Degree in Court Reporting

**SKILLS REQUIRED:** Machine Shorthand  
1 Year Experience Preferred  
Excellent Language Interpretation

**WORK SCHEDULE:** Mon-Fri 8:00 am – 4:00 pm (hours may vary)

**PAY RATE:** \$50,198.00 + Additional Fees for Transcripts and Depositions

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

#### JOB DUTIES:

- Record the record by use of a stenographic machine. (preferred)
- Transcript preparation.
- Proofread transcripts for correct spelling of words.
- Log, store, and retain exhibits from court proceedings.
- Prepare jury trial instructions for the Court.
- Prepare Record Judgment Order for jury trials and/or bench trials.
- Prepare Odyssey entries for jury trials and/or bench trials.
- Care and oversee of the digital recording within the courtroom.



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- Responsible for ensuring that any confidential exhibits entered or presented by attorneys are sealed and/or submitted in “confidential” form.
- Respond to requests during court sessions to read portions of the proceedings already recorded..
- Host Video Conferencing via Zoom in order to custom Live Stream.
- Provide transcripts of proceedings upon request of judges, lawyers, or the public.
- File a legible transcript of records of a court case with the court clerk's office.
- 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, 2<sup>nd</sup> Floor, Lake County Government Center 2293 North Main Street Crown Point, IN. 46307 or email a copy of your resume to [givengr@lakecountyin.org](mailto:givengr@lakecountyin.org).**