



THE SUPERIOR COURT OF LAKE COUNTY CRIMINAL DIVISION

2293 North Main Street
Crown Point, IN. 46307

JOB DESCRIPTION

FULL-TIME COURT REPORTER

JOB SUMMARY

The court Reporter will be responsible for providing real-time reporting during trials, depositions and other legal proceedings to Judicial officers, preparing accurate transcripts in accordance with applicable Rules of Court and Statutes.

EDUCATIONAL REQUIREMENTS:	Certificate or Associates Degree in Court Reporting
SKILLS REQUIRED:	Machine Shorthand @ 225 WPM 1 Year Experience Preferred Excellent Language Interpretation
WORK SCHEDULE:	Mon-Fri 8:00 am – 4:00 pm (hours may vary)
PAY RATE:	\$47,807.00 + 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.
- Transcript preparation.
- Proofread transcripts for correct spelling of words.
- Log, store, and retain exhibits from court proceedings.
- Type court orders for judges..
- Prepare jury trial instructions for the Court.
- Prepare Record Judgment Order for jury trials and/or bench trials.
- Prepare Odyssey entries, RJO's 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.
- Record symbols on computer storage media and use computer aided transcription to translate and display them as text.
- 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, 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.