



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, 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 – COURT REPORTER

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: _____

Do you have a certificate/Associates degree in Court Reporting? _____

Do you have experience using a Shorthand Machine? _____

If yes, 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: _____