



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

Department: LC Juvenile Center (Superior Court - Juvenile Division)
3000 West 93rd Avenue
Crown Point, IN 46307

Position: Court Reporter – Juvenile

Classification: Full Time

FLSA: Non-Exempt

Direct Reports: 0

Reports to: Chief Court Reporter

Requirements: High school diploma or equivalent and 18 years old. Some college preferred but not required. Basic computer knowledge, proficient with Microsoft Office (Word, Excel, Outlook, and PowerPoint). Customer service skills. Must have a valid Indiana Driver's License with the ability to be insured.

Purpose of Position:

This position records and transcribes court testimony accurately for the Lake Superior Court – Juvenile Division and further assists in the operation of a functioning court environment.

Salary: \$40,737

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

QUALIFICATIONS / EDUCATION REQUIREMENTS:

- **High school diploma, college preferred but not required**
- **Office experience preferred**
- **Basic Math, English and Spelling skills**
- **Availability to work full-time**
- **Customer Service and Basic Telephone etiquette**
- **Must maintain a high degree of professionalism and confidentiality**
- **Experience with Word, Excel and other computer applications**

OTHER DUTIES:

Perform all other duties as required.

PHYSICAL REQUIREMENTS OF THE POSITION:

Position requires full use of arms, hands, and legs and tolerate continuous periods of repetitive motion activity. Be able to lift 30lbs, bend, walk, and reach overhead.

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

Make sure that supplies are maintained and secured per departmental protocol. The department may have access to personal information in office files that must be secured at all times; must maintain confidentiality with all office records.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management.

SPECIFIC SKILLS INCLUDE:

Work cohesively with peers, ability to work as a team with supervisors, staff, and the public service professionals.

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