

**POSITION DESCRIPTION
COUNTY OF OWEN, INDIANA**

POSITION: Assistant Court Reporter/Assistant Bailiff
DEPARTMENT: Circuit Court
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office, Machine Operator, Technician)

DATE WRITTEN: November 2020
DATE REVISED: October 23, 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Owen County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Assistant Court Reporter/Assistant Bailiff for Owen County Circuit Court, responsible for serving as Court Reporter and Bailiff and performing duties of other staff members as needed.

DUTIES:

Serves as Assistant Court Reporter, including attending and recording Court hearings and jury trials. Takes notes of hearings, marks and maintains all exhibits, and prepares and maintains log sheets of each hearing, including recording management and hearing information.

Performs a variety of administrative duties, including filing and maintaining recordings of hearings, Judge's notes, and hearing log sheets and entering daily pleadings and Court Orders into system, including creating and maintaining files, inputting information into chronological case system, and preparing notices.

Prepares daily calendars from Odyssey program, including scheduling hearings, and retrieves files for Circuit Court 2 calendar. Handles correspondence and scheduling for Judge's Special cases in other counties.

Prepares Court documents, including Court Orders, notices, and jury instructions and preparing such documents from dictation, original preparation from Court announcement, and preparation from Orders.

Answers telephone and provides information, including addressing inquiries of parties/attorneys about cases and procedures and coordinating the processing of cases with Clerk of the Court and other County offices.

Summons jurors for trials, collects and processes questionnaires, collects juror qualification information, and processes forms.

Monitors attendance of jurors and juror orientation and provides jurors with appropriate materials and meals during jury trials.

Obtains Judge Pro-Tempore and Senior Judges for Circuit Court 2 and provides information to Court Administrator for submission of a claim for payment.

Maintains statistics for Circuit Court 2 and provides reports to Court Administrator quarterly and yearly. Maintains and submits quarterly CHINS Timeliness Report.

Prepares transcripts of Court proceedings, including interacting with Clerk of Owen Court, Clerk of Indiana Court of Appeals, and Clerk of Indiana Supreme Court in transcript preparation and filing with appellate Courts.

Coordinates telephonic and video appearances with parties, attorneys, and/or placement facilities. Works remotely as required during emergency situations.

Performs other duties as needed or assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED with relevant work experience in Court system or County government or any equivalent combination of education, training, and experience.

Working knowledge of standard office and court policies and procedures and related terminology, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of codes for collecting statistical data.

Working knowledge of basic bookkeeping principles and ability to maintain accurate records and balance fund accounts.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and various detailed reports as required.

Ability to properly operate standard office equipment and computer programs, such as Odyssey or equivalent program, Microsoft Office, INCITE applications, computer, document scanner, calculator, copier, shredder, fax machine, and telephone.

Ability to count, compute, calculate, and perform arithmetic operations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Court of Appeals, Indiana Supreme Court, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, classify, analyze, and evaluate data.

Ability to file, post, and mail materials.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

Ability to deal swiftly, rationally, and decisively with potential violent individuals in precarious situations, take authoritative action, and apply appropriate discretion.

Ability to provide public access to, or maintain confidentiality of, department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to read and interpret legal documents.

II. RESPONSIBILITY:

Work schedules and priorities are primarily determined by a flexible, customary routine with priorities determined by Judge and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from Judge. Errors are primarily detected through standard bookkeeping checks, supervisory review, and procedural safeguards. Work errors could result in loss of time to correct error and/or loss of money to department.

III. PERSONAL RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Indiana Court of Appeals, Indiana Supreme Court, attorneys, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Circuit Court 2 Judge.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and courtroom, involving sitting/walking at will, sitting for long periods, bending/reaching, pushing/pulling objects, crouching/kneeling, lifting/carrying objects weighing over 50 pounds, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals.