

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Court Reporter/Magistrate's Secretary
DEPARTMENT: Circuit Court
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 2001

STATUS: Full-time

DATE REVISED: December 2008

FLSA STATUS: Non-exempt

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

Incumbent serves as Court Reporter/Magistrate's Secretary for Perry Circuit Court, responsible for providing administrative support to the Court and assisting the public.

DUTIES:

Records and transcribes Court proceedings according to State guidelines, and prepares and processes various Court documents, including chronological case summaries (CCS). Maintains confidentiality, security and integrity of Court records, exhibits and information.

Receives and screens public inquiries by telephone and in person, providing case information and assistance, explaining Court procedures and practices, taking messages, and/or directing caller to appropriate individual, department, or agency.

Maintains Court calendar, including scheduling hearings and notifying appropriate parties.

Performs a variety of clerical tasks, including, but not limited to, data entry, maintaining Court files and paperwork, updating Court records and tracking outdated cases, copying, mailing and distributing Court records, processing mail, and composing and typing a variety of correspondence, documents, and reports.

Maintains and orders office supplies as needed.

Reviews jail list daily, advises Court of need for initial hearings for inmates, and coordinates with jail personnel accordingly.

Processes requests for pauper attorney appointments, including contacting attorneys and preparing CCS. Processes Department of Corrections (DOC) commitments, including reviewing sentencing orders for accuracy and completeness, calculating jail time served, and preparing proper paperwork.

Prepares probable cause certifications for Bureau of Motor Vehicles (BMV).

Periodically attends training seminars and meetings as authorized.

Utilizes Internet for research in preparing reports.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Thorough knowledge of standard practices and procedures of the Court, legal terminology, and standard legal documents and petitions, with ability to properly record proceedings and prepare Chronological Case Summaries and written orders as required.

Working knowledge of standard office procedures and computer programs/related software used by the Courts, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and Court documents within established deadlines.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to properly operate standard office equipment, including computer, typewriter, transcriber, calculator, fax machine, copier, telephone, and postage meter.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Court personnel, law enforcement agencies, DOC, State Court Administration, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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

Ability to understand, memorize, retain, and carry out oral and written instructions.

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

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules and deadlines.

Ability to apply knowledge of people and locations, plan/layout work assignments, and count/make arithmetic calculations.

Ability to occasionally work extended hours, evenings and/or weekends, and occasionally travel out of town for training, sometimes overnight.

Occasionally serves on 24-hour call for emergencies.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to customary procedures and policies of the Court, with priorities primarily determined by a formal schedule and service needs of the public.

Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through procedural safeguards/proofreading and legally defined procedures. Undetected errors could result in loss of time to correct error, loss of money to the Court, and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Court personnel, law enforcement agencies, DOC, State Court Administration, attorneys and the public for purposes of exchanging information and explaining Court policies/procedures.

Incumbent reports directly to Magistrate.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a courtroom, involving sitting for long periods, sitting/walking at will, keyboarding, close vision, speaking clearly, and hearing sounds/communication. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons. Incumbent occasionally works extended hours, evenings and/or weekends and may occasionally travel out of town for meetings/training, sometimes overnight.

Incumbent occasionally serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Court Reporter/Magistrate's Secretary for the Circuit Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name