

## NOTICE OF EMPLOYMENT OPPORTUNITY

### GREENE COUNTY MAGISTRATE COURT – DEPUTY COURT REPORTER

The Greene County Magistrate Court, Bloomfield, Indiana, seeks to hire a full-time Deputy Court Reporter. Incumbent assists the Official Court Reporter of the Greene Circuit and Greene Superior Court and the other Deputies in the performance of duties established by statute. In addition to the statutory duties and Supreme Court Rules, the Deputy Court Reporter for this position prepares and processes documents, records hearings, trials, and other court proceedings, schedules and provides notice of hearings and court proceedings, maintains and secures court exhibits, enters and processes data and documents on a computer, maintains files and statistics for infractions, ordinance violations and Title IV-D Child Support cases, tracks and reports time worked for Title IV-D Child Support reimbursement claim purposes, and prepares and files claims with the County Auditor. The Deputy Court Reporter position is a 35 hour week, Monday-Friday, 8:00 AM to 4:00 PM. Interested persons should request a detailed job description with requirements and job application by contacting Greene Magistrate Court at 812-384-2029; by emailing [Luke.Rudisill@co.greene.in.us](mailto:Luke.Rudisill@co.greene.in.us); or by reviewing Employment Opportunities on the county's website, [www.co.greene.in.us](http://www.co.greene.in.us). Resumes and job applications must be received by the Greene County Magistrate Court, Greene County Courthouse, 1 East Main Street, P.O. Box 189, Bloomfield, IN 47424 no later than 4:00 p.m. on November 22, 2021.

The successful candidate will, *among other qualifications*, satisfy the following:

- Possess knowledge of and ability to apply standard office policies and court procedures; computer skills using Word software, online Odyssey Case Management System, Indiana InCite database, and other online case management systems with speed and accuracy.
- Ability to fulfill receptionist duties including answering phones and taking detailed messages; and use of standard office equipment, including recording equipment, transcribers, printers, telephones, copiers, and calculators.
- Ability to prepare trial transcripts for appeals to the Court of Appeals and Indiana Supreme Court.
- Knowledge of standard English grammar, spelling and punctuation and ability to compose and prepare correspondence and various legal documents and reports.
- Ability to maintain confidentiality of Court files and information.
- Ability to work on several tasks at the same time and work rapidly for long periods and complete assignments effectively with frequent distractions and interruptions.
- Communicate orally and in writing with co-workers, other offices, lawyers, jurors, and the public, including being sensitive to ethics, gender, cultural diversities, and disabilities.
- Ability to sit for long periods, operating recording equipment for long periods, and occasionally working extended hours.
- Possession of a valid driver's license and a demonstrated safe driving record.
- Ability to work along or with others, always with patience and discretion.

#### Salary:

The 2021 county salary ordinance fixes the salary for this position at \$19.50 per hour (\$35,490.00 annually). The 2022 salary has not been approved.

**GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**