



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

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| Department Name: | Monroe Circuit Court I |
| Position Title: | Associate Court Reporter |
| Position Summary: | Records assigned courtroom proceedings as scheduled and composes entries for Chronological Case Summaries and/or written orders as directed; retrieves and prepares files for court proceedings; maintains and updates court calendars, files, records, evidence and exhibits; types daily court schedules; processes daily mail; prepares court correspondence; maintains communication with public, law enforcement agencies and other court personnel both personally and telephonically; occasionally performs court bailiff duties. |
| Qualifications: | Minimum of high school diploma (or equivalent) required; Associates Degree preferred. Excellent secretarial and computer skills desired; knowledge of Word & Windows preferred. Ability to work well under pressure with good communication skills. |
| Salary: | \$33,215-\$37,838 |
| Deadline for Application: | January 15, 2021 at 4:00 p.m. |
| Submit Resume and References to: | Beth Densford Official Court Reporter Div. I 301 N. College Avenue Bloomington, IN 47404 |

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**