



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	Monroe Circuit Court III
Position Title:	Associate Court Reporter for Judge Talley Haseman
Position Summary:	Responsible for recording and preserving courtroom proceedings as scheduled and composing accurate entries for Chronological Case Summaries and/or written orders as directed; prepares cases for court proceedings; maintains and updates court calendars, 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 in related field preferred or equivalent work experience. Excellent secretarial and computer skills desired; knowledge of Word & Windows required. Ability to work well with others, work well under pressure, possess good communication skills, be detail orientated, adapt to changes, maintain confidentiality and willing to work overtime as needed.
Salary:	\$37,529-\$47,539 beginning January 1, 2023 (Salary scale depends on years of service with the County)
Deadline for Application:	December 13, 2022 at 4:00 p.m.
Submit Resume and References to:	Cindi Deckard Official Court Reporter 301 N. College Avenue Rm 302 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