

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Court Reporter		Class Code: 003ME3
	FLSA Status: Non-Exempt	Salary Schedule: COMOT 3	Effective Date:
	Summary Incumbent is responsible for resolving disputes and helping facilitate the court process. Incumbent acts as liaison between judge and attorneys, and works with agency staff.		

Duties:

- Provides court documents to all parties involved;
- Maintains court documentation in files;
- Responsible for accurate verbatim reporting of all hearings;
- Schedules and manages case dockets;
- Prepares transcripts of hearings as required for use at higher level hearings;
- Prepares records when case is appealed to the Court of Appeals or the Supreme Court;
- Reserves hearing site in various counties assigned to the Judge;
- Schedules of cases to ensure timely adjudication of claims;
- Tracks submissions ordered by the judge to ensure deadlines are met;
- Processes requests for emergency hearings and continuances;
- Timely preparation of awards and orders issued by the judge;
- Performs related duties as required.

Job Requirements:

- Court reporting degree or certification with machine credentials required;
- Knowledge of applicable statute and adjudication process.
- Effective organizational skills;
- Knowledge of legal terminology and documentation;
- Knowledge of legal procedures pertaining to the assigned area;
- Ability to communicate effectively in writing or verbally;
- Ability to maintain cooperative work relationships.

Difficulty of Work:

Incumbent applies knowledge of a variety of rules, regulations and legal proceedings to perform data entry, filing, and verbatim dictation of hearings. Incumbent works in a fast-paced environment. Coordination of scheduling, notice and document preparation is routine.

Responsibility:

Maintenance and filing of court documents and records. Contacts hearing members and all parties for the purpose of scheduling hearings. Must have ability to handle multiple task effectively and be able to travel within assigned area.

Personal Work Relationships:

Professional relationships involving court incumbents and staff including judges and attorneys.