

JOB OPENING

Assistant Court Reporter/Bailiff

Superior Court II has an opening for an assistant court reporter/bailiff. This is a full-time position working Monday through Friday 8:00am – 4:00 pm with health, dental, vision and retirement benefits

Duties:

- Properly record court proceedings
- Draft Court orders and legal documents
- Answer telephones and greet visitors to the department
- Ability to provide public access while maintaining confidentiality of department information and records according to state requirements.
- Possess a working knowledge of standard English grammar, spelling and punctuation, and the ability to prepare correspondence, documents and written reports.
- Ability to apply knowledge of people and/or locations, plan/layout work assignments, and read/interpret court orders and documents.

Job Requirements

- High School Diploma or GED
- Working knowledge of Standard office procedures , legal requirements and computer software and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Ability to type with speed and accuracy and properly operate standard office equipment including digital recording equipment and scanners.
- Ability to effectively communicate orally and in writing with Co-workers, other County departments and the public.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to work alone with limited supervision
- Ability to work on several tasks at the same time and ability to work extended evening hours and occasionally travel out of town for conferences.

Interested applicants should submit an employment application that can be found on the Noble County Indiana website under public notices. Applications should be received by Friday May 1, 2026 by 4:00PM. Please mail to Noble County Superior Court II 101 N Orange St, Albion Indiana 46701. Applications can also be e-mailed to the County Coordinator. Jackie.knafel@nobleco.gov