



EST 1821  
**SHELBY  
COUNTY**  
FOUR CORNERS  
ONE COUNTY

Shelby County Government  
25 West Polk Street  
Shelbyville, Indiana 46176  
Human Resources

[www.co.shelby.in.us](http://www.co.shelby.in.us)

*\*Pending Council Approval*

## VACANCY

\*Interested applicants must **submit a resume via email to:**  
Donna Cook/Human Resources at  
[dcook@co.shelby.in.us](mailto:dcook@co.shelby.in.us)

**DATE:** May 27, 2026

**POSITION:** Administrative Assistant/Court Reporter

**LOCATION:** Circuit Court – 407 S. Harrison St.

**NUMBER OF HOURS:** 35 hours weekly

**DUTIES:** See position description below

**REQUIREMENTS:** Preference will be given to those with paralegal or legal work experience but not required.

**PAY RATE/CLASSIFICATION:** \$23.85 hourly / Comot 1

**BENEFITS:** Medical, Prescription, Health Clinic, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and PERF retirement will be available after applicable waiting periods per plan documents. Aflac voluntary benefits are also available. Vacation, Sick, Personal, Bereavement, Holidays, and New Parent Leave, per county handbook.

**POSITION BEGINS:** To be determined – June.

**APPLICATION DEADLINE:** **Internal deadline: June 2 at noon**

External deadline: Open until filled.

*'All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of interview.' Equal Opportunity Employer.*

**POSITION DESCRIPTION IS ON NEXT PAGE**

**POSITION DESCRIPTION  
COUNTY OF SHELBY, INDIANA**

**POSITION:** Administrative Assistant/Court Reporter  
**DEPARTMENT:** Circuit Court  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m. M-F  
**JOB CATEGORY:** COMOT 1

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Administrative Assistant/Court Reporter for Shelby County Circuit Court, responsible for assisting judge, attorneys, litigants, and jurors in court proceedings and performing legal tasks in the office.

**ESSENTIAL DUTIES:**

Opens office each day. Answers telephone and greets office visitors, providing information and assistance, taking messages, researching court records, scheduling/rescheduling court hearings, directing/transferring to appropriate individual or department. Prepares and maintains court calendar for office, including setting hearings and trial dates on computer.

Performs various clerical duties, including typing forms, chronological case summaries, court orders, and letters. Opening/distributing mail, data entry on the computer, delivering mail, files, orders, and messages to other offices and courts when necessary. Coordinates meetings with various agencies, programs, and other courts as directed. Performs all duties associated with the court's calendar for each day.

Performs duties of court reporter, including assisting judge, attorneys, litigants, and jurors in court proceedings. Preparing orders as directed, operating recording device in recording court cases, and copying/distributing case documents to counsel.

Prepare and process jury questionnaires that include collating and mailing notices to prospective jurors and receiving returned questionnaires.

Performs related and/or other duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED. Training as a Paralegal or legal secretary *is preferred*.

Working knowledge of standard office and court policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations. Ability to transcribe and take notes in courtroom environment as needed.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including court recording equipment, computer, printers, telephone, copiers, and postage meter.

Working knowledge of standard bookkeeping principles and ability to make arithmetic calculations, maintain accurate records, balance fund accounts, and prepare related reports as required.

Ability to research information in various reference manuals, including Indiana Trial Rules and Indiana Code.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to effectively communicate orally and in writing with co-workers, other county departments, attorneys, jurors, mental health facilities and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work with others in a team environment, work rapidly for long periods, and work on several tasks at the same time, with minimum supervision and often under time pressure.

Ability to understand and follow oral and written instructions, and file, post, and mail materials.

Ability to write/edit reports and obtain information from various individuals as needed.

Ability to occasionally work weekend, evening and/or extended hours.

## **II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to well-established policies and procedures, with priorities determined by supervisor and flexible, customary routine. Incumbent plans and arranges own work, referring to supervisor only for unusual matters. Errors in incumbent's work are usually detected through supervisory review or notification from other departments. Undetected errors may result in loss of time for correction and/or inconvenience to other departments, agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other county departments, jurors, attorneys, mental health facilities, and the public for the purpose of exchanging information, and explaining policies and procedures.

Incumbent reports directly to Circuit Court Judge.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in a courtroom, which may involve sitting and walking at will, sitting for long periods, lifting under 25 pounds, close vision, hearing sounds/communication, bending at waist, carrying objects and crouching/kneeling.

*The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.*