

## INDIANA SUPREME COURT, OFFICE OF JUDICIAL ADMINISTRATION

### JOB DESCRIPTION



**Job Title:** Social Media and Circulation Specialist  
**Department:** Office of Communication, Education, and Outreach  
**Salary:** \$34,000 or more depending upon qualifications and experience  
**Status:** Regular, full-time (37.5 hours per week minimum)  
**Responsible To:** Chief Public Information Officer

**To Apply:** Submit cover letter & resume by October 20, 2020, to [HRCourts@courts.IN.gov](mailto:HRCourts@courts.IN.gov).

### Position Summary

This position serves as a Social Media and Circulation Specialist with the Indiana Supreme Court's Office of Communication, Education, and Outreach performing communication and administrative support functions related to outreach efforts, assisting library patrons and processing materials, reviewing the Court's social media channels, and serving as timekeeper for Indiana Supreme Court oral arguments.

### Essential Duties/Responsibilities

The Social Media and Circulation Specialist with the Office of Communication, Education, and Outreach has duties specific to the Supreme Court Law Library and responsibilities for the Office as a whole. It is essential to be at the worksite during regular business hours and available to staff/clients for discussions and interaction. The position requires working well in a team environment to facilitate outreach to the public and press.

Duties include but are not limited to:

- Answer calls and respond to correspondence as appropriate.
- Circulate and process library materials, including adding items to serial records, spine labeling, copy cataloging, bindery preparation, and filing.
- Assist patrons with directional, ready reference, and interlibrary loan requests without providing legal advice.
- Support maintenance of the library collection, including shelving, routing, shifting, scanning, and relocating library materials.
- Process all incoming library mail and materials.
- Maintain records, invoices, shipping lists, and receipts in spreadsheets, databases, or the Koha online catalog system.
- Track details of the Court's social media accounts, including Twitter.
- Assist with maintaining a positive presence on social media.
- Assist with court events and functions, such as timekeeping during oral arguments and setting up media multi-box equipment.
- Operate sound equipment in the Courtroom.
- Organize and write for the [courts.in.gov](http://courts.in.gov) website and staff intranet.
- Additional duties as assigned.

### Qualifications

Bachelor's degree (preferred) in communication, business, psychology, criminal justice, or related, and two (2) years' work experience.

- Excellent verbal and written communication skills, required

- Excellent customer service skills, including the ability to be empathetic, accurate, compassionate, responsive, resourceful, flexible, and conscientious
- Extensive knowledge of office etiquette and procedures, including operation of standard office equipment
- Proficient in Microsoft Word, Excel, Outlook, and SharePoint, intermediate to advanced
- Working knowledge, or ability and willingness to learn Westlaw and Lexis
- Possess sound judgment and strong problem-solving skills
- Ability to arrange and coordinate meetings (including space and equipment)
- Ability to prioritize and work on multiple projects simultaneously
- Ability to identify information, materials, and resources needed to complete a project or assignment
- Physical requirements include frequent lifting, carrying, pushing, climbing, and kneeling
- May occasionally lift and carry more than 40 pounds
- Ability to navigate stairs and narrow aisles at a historical site
- Proven ability to exercise discretion in handling confidential information and materials in a professional manner
- Have and maintain a lifestyle that ensures public confidence in the integrity, competence, impartiality, and independence of the judiciary

Must exercise absolute confidentiality; avoid conflicts of interest and the appearance of conflict of interest, abide by the Employee Handbook and Judicial Code of Conduct. Must be willing to submit to a criminal background check

**NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to provide an exhaustive list of all duties and responsibilities, nor is it intended to limit the authority of supervisors or managers to assign or direct the activities of employees.**

*The Indiana Supreme Court is committed to a work environment that values employees and promotes their well-being.*

***The Indiana Supreme Court is an Equal Opportunity Employer.*** *Equal employment opportunities are provided to all applicants for employment without regard to race, color, religion, sex (including pregnancy), gender identity, national origin, age, disability, marital status, political affiliation, socioeconomic status, status as a protected veteran or any other protected status in accordance with applicable federal, state, and local laws, and the Indiana Judicial Code.*

*If you are a qualified individual with a disability and will need a reasonable accommodation to assist you in apply for the position or to perform the essential functions of the job, the Indiana Supreme Court will provide such reasonable accommodations.*