

## **POSITION VACANCY**

**APPLICATIONS FROM THE PUBLIC WILL BE ACCEPTED  
BEGINNING FEBRUARY 19, 2026, THROUGH APRIL 19, 2026.**

**(POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)**

**On-line: <https://waynecounty.in.gov/jobs/index.php>**

### **JOB TITLE: Court Reporter, #10704**

**Date Posted: February 19, 2026**  
**Department: Superior Court 3**  
**Hours: 37.5 hours/Full-time**  
**Hourly Rate: \$28.57/hour**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees 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 Court Reporter for the Wayne County Superior Court 3, responsible for recording and preparing records of court hearings.

### **DUTIES:**

Records all Court hearings and types court orders and entries from Court hearings.

Types entries and dispositions of Court hearings in the County's Judicial Tracking System.

Transcribes Court hearings when requested.

Assists the Receptionist and Bailiff in answering the telephone and answering questions from the general public.

Compiles information for Quarterly Case Status Reports, prepares reports and submits to the Division of State Court Administration.

Maintains evidence from court hearings, including labeling and storing evidence.

Monitors the Courtroom's audio system and ensures the system is working properly.

Types abstracts of Judgment on felony sentencing.

Assists Judge in the courtroom as needed.

Performs related duties as assigned.

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

High school diploma or GED.

Working knowledge of standard office and court policies/procedures and related terminology, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to type with speed and accuracy, prepare correspondence and documents.

Ability to record and read verbatim, court hearings and operate a variety of equipment including, computer, typewriter, calculator, transcriber/Dictaphone, copier, telephone, and audio equipment in courtroom.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, other courts, attorneys, and the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to compile, collate, or classify data.

Ability to provide public access to or maintain confidentiality of department information and 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 work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to understand, carry out, memorize and retain oral or written instructions.

Ability to count and make simple arithmetic additions and subtractions.

Ability to present findings in oral or written form and prepare detailed reports.

Ability to regularly work extended hours and evenings and occasionally work weekends.

## **II. RESPONSIBILITY:**

Work objectives are determined by a formal schedule. Incumbent performs moderately complex, relatively standardized duties according to legally defined policies and procedures. Incumbent receives occasional supervision with work periodically reviewed for technical accuracy and compliance with departmental policies and procedures.

Errors in work are primarily prevented and detected by notification from Judge and other departments, and supervisory reviews. Undetected errors could result in loss of time to correct errors.

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

Incumbent maintains frequent communication with department co-workers, other county departments, other courts, and the general public for the purpose of giving and receiving information.

Incumbent reports directly to the Superior Court 3 Judge.

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

Incumbent performs majority of duties in the courtroom, involving sitting for long periods of time, sitting and walking at will, keyboarding, close vision, speaking clearly, hearing sounds/communication, and handling/grasping objects. Incumbent may be exposed to violent/irate individuals. Incumbent regularly works extended hours and evenings, and occasionally works weekends.

**APPLY AT:** Wayne County Government  
Human Resources  
401 E. Main Street  
Richmond, IN 47374

ON-LINE at: <https://waynecounty.in.gov/jobs/index.php>

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