

## **LaGrange County Superior Court has an opening for a full time Court Reporter.**

The prospective candidate must be professional, dependable and must possess the following skills:

- Advanced typing, spelling, punctuation, vocabulary and grammar skills;
- Clerical and legal recordkeeping practices and procedures skills;
- The ability to work independently and to perform legal clerical work with a high degree of accuracy and speed;
- The ability to effectively communicate orally and in writing with the public, law offices and professional agencies;
- The ability to operate a variety of equipment, including transcription machines, computers, audio equipment and printers;
- The ability to sit for lengthy periods of time during court proceedings;
- The ability to attend occasional trainings.

This position is a very critical part of the judicial system that allows for the right candidate to expand their knowledge and be challenged on a daily basis.

Interested persons may obtain an application at the Auditor's office in the County Annex Building located at 114 W. Michigan, St., LaGrange, Indiana 46761 or online at [www.lagrangecounty.org](http://www.lagrangecounty.org). Applications, with resumes, accepted through March 6, 2018 at the Auditor's office or email to [hr@lagrangecounty.org](mailto:hr@lagrangecounty.org).

LaGrange County is an Equal Opportunity Employer.