

VIGO COUNTY COUNCIL PERSONNEL COMMITTEE

Agenda

Tuesday, April 9, 2019 at 4:00 p.m.

Commissioners' Administrative Conference Room, Vigo County Government Center

1. Call the meeting to order
2. Pledge of Allegiance
3. Calling of the roll
4. Public Comment
5. Communications from elected officials, other officials, and agencies of the County
6. Requests of Council
 - i. ROC 19-029 Courts-Division 1: Reclassify position
7. Adjournment

JOHN T. ROACH
JUDGE
VIGO SUPERIOR COURT
DIVISION 1



COURTHOUSE
33 SOUTH THIRD STREET
TERRE HAUTE, IN 47807
Telephone: (812) 462-3295
Fax: (812) 232-1746

March 22, 2019

The Honorable Aaron Loudermilk, President
The Honorable Jim Mann, President Pro Tem
The Honorable Mike Morris
The Honorable Lisa Spence-Bunnett
The Honorable Chris Switzer
The Honorable David Thompson
The Honorable Vicki Weger
Vigo County Government Center
127 Oak Street
Terre Haute, Indiana 47807

Re: Vigo Superior Court Division 1 Court Reporter

Dear Council:

Per I.C. §§ 33-33-84-13 and 33-33-84-14, I need to appoint another court reporter for Division 1. Rather than hiring another individual, I intend to appoint my Bailiff, Kim Jackson. This would result in a reclassification of her position to Court Reporter/Bailiff. Please find enclosed a New Job Description for this position reclassification.

Kim is already performing a number of these duties, including daily criminal orders and No Contact Orders. Additionally, a recent change shortened the time court reporters have to complete appellate transcripts. And, I require my staff to be cross trained in all functions. Accordingly, this reclassification is necessary. Our court consistently processes a high level workload, one that also includes Problem Solving Court responsibilities with our Veterans Treatment Court. Instead of hiring another person at this time, I believe we can continue to operate effectively with my three staff and our clerk employee by adding court reporter responsibilities to Kim's position.

I look forward to hearing from you.

Respectfully,

A handwritten signature in black ink, appearing to be "J. Roach", enclosed within a large, loopy oval shape.

John T. Roach, Judge
Vigo Superior Court Division One
Vigo County Veterans Treatment Court

Copies:

The Honorable Jim Bramble
Kylissa Miller

**POSITION DESCRIPTION
VIGO COUNTY, INDIANA**

POSITION: Court Reporter/Bailiff
DEPARTMENT: Courts (Division I)
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2019 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-exempt

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. Vigo 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 undue hardship.

Incumbent serves as Court Reporter/Bailiff for Vigo County Superior Court Division I and is responsible for overseeing court proceedings, preparing court documents, accurately recording of court proceedings, inputting and distributing orders, maintaining text notification records, maintaining No Contact Order records, maintaining the court's docket, providing assistance to the Judge and department personnel, assisting the public, managing juror information and overseeing jurors, and serving as Court Reporter for Civil and Criminal hearings as assigned, including the preparation of related transcripts and the care of exhibits.

DUTIES:

Performs duties of Civil and Criminal Court Reporting as assigned, setting up bookmarks for hearings and ensuring accurate recording of Court proceedings and actions, taking notes while in court, transcribing and typing trial and hearing transcripts and distributing copies to appropriate parties.

Prepares transcripts of proceedings for appeals or on request by attorneys, Prosecutor, or the Courts, and prepares records for appeals.

Sets hearing dates, marks exhibits, prepares exhibit sheets, and maintains all evidence and exhibits. Tracks cases to be brought to Courts attention, maintains evidence, and search warrants tapes and disc. Schedules Pro Tem and Senior Judges as required.

Creating and processing daily orders for court cases, including entering into appropriate computer program, preparing abstracts, and distributing certain orders to related parties as required.

Prepares Courtroom for daily hearings, including preparing Court docket.

Retrieves Court files, checks individuals into Court daily, and maintains order in Courtroom.

Answers telephone and greets office visitors, providing information and assistance, answering questions, determining nature of call, taking messages, and/or directing to more appropriate office or individual.

Maintains Jury and Bench trial calendar. Prepares and circulates daily calendar, including setting review and motion hearing dates.

Processes letters or orders, including, but not limited to, modifications, and requests for hearings.

Pulls and prepares files for civil cases as required.

Communicates with the Jail daily for new charges and new arrests and coordinates Jail transports for hearings.

Verifies status of new charges and IPC's with the Prosecutor's office, and advising of any pending cases and probation violations if applicable.

Sends electronic mail notification of new charges to agencies and staff members calendared, including preparing files for court, ensuring documents are properly scanned into electronic case management or ordered and labeled correctly.

Maintains and prepares jury documents, including preparing jury call for distribution, mailing jury summons, making copies of questionnaires, providing seating chart, and preparing instruction books.

Assists with jurors, including providing assistance to jurors during trials, preparing papers, and ordering lunch for jurors if needed.

Assists Clerk in processing paperwork, distributing mailings, and marking files accordingly.

Processes special orders for Judge. Coordinates all parties' calendars when setting special Judge cases, including preparing orders, and tracking cases.

Performs various administrative duties including input, verification, accuracy and currency of No Contact Orders and bench warrants.

Performs duties of co-workers in their absences or as needed to maintain Court operations.
Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or GED.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Working knowledge of standard office and court policies, procedures, related terminology, and computer/software programs used by the department, 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 accurately prepare various transcripts and detailed reports.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, calculator, fax machine, copier, transcriber/Dictaphone, telephone, and digital Court recording equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, local agencies, BMV, attorneys, treatment facilities, various Courts, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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 compare or observe similarities and differences in data, compile, collate, or classify data, and analyze and evaluate data.

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 apply knowledge of people and/or locations, and perform arithmetic calculations.

Ability to occasionally work extended hours.

II. RESPONSIBILITY

Incumbent performs duties on a regular and recurring basis dictated by the service needs of the public and the demands and priorities of the Court's schedule. Incumbent receives general supervision with assignments guided by broad policies and general objectives. Decisions are determined both by specific instructions and existing policies and procedures, and circumstances may require the incumbent to act in the absence of specific policies and procedures and/or guidance.

Errors in incumbent's work are generally prevented and detected through procedural safeguards and review. Undetected errors could result in loss of time to correct error, and may result in inconvenience to other departments, agencies or the public.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement, Department of Corrections, BMV, jurors, attorneys, agencies, treatment facilities, and the public for purposes of exchanging information and explaining policies and procedures.

Incumbent reports directly to the presiding Judge.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a courtroom and in a standard office environment involving sitting/walking at will, sitting in a restricted position for extended periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, bending, reaching, crouching/kneeling, speaking clearly, and hearing sounds/communication. Incumbent occasionally works evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Court Reporter/Bailiff for Vigo County Superior Court Division I describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes ____ No ____

Applicant/Employee Signature

Date

Print or Type Name