

# JOB OPENING

LAGRANGE COUNTY CIRCUIT COURT

## Court Reporter

LaGrange County is accepting applications for a Court Reporters in Circuit Court. Incumbent is responsible for assisting the Judge, scheduling Court proceedings, and recording, reporting, and preparing records of proceedings.

Qualifications: High school diploma or GED required. Certificate or Associate degree in Court Reporting preferred. Candidates should also have a working knowledge of standard practices/procedures of the Court, legal knowledge, and standard legal documents. Qualified individuals will be able to demonstrate effective communication (written & oral), organization skills, maintain confidentiality, and professionalism.

Position is a full-time with benefits which include health, dental, vision, and life insurance, state pension plan, paid time off, and paid holidays. Compensation will be based on experience, qualifications, per the County Salary Wage Ordinance.

For additional information about the position (including full job description), interested candidates should email Jenny Landez, H. R. Director, at [jlandez@lagrangecounty.org](mailto:jlandez@lagrangecounty.org).



[\*\*Click here to easily apply online\*\*](#),  
scan the QR code, or go to the Human Resources tab on the County website: [www.lagrangecounty.org](http://www.lagrangecounty.org)



LaGrange County is an EOE.