

The Rush County Circuit Court has an immediate opening for a full-time court reporter. Applicant must have exceptional keyboarding skills, organizational skills and have the ability to prioritize tasks. Legal experience and/or experience with Odyssey e-filing platform helpful but not required.

Responsibilities include, but not limited to: Reporting during court hearings, preparing transcripts as needed, preparing orders, setting hearings, tracking cases, preparing statistical reports, conversing with public and/or attorneys regarding court business and general administrative duties.

Hours are 8:00am to 4:00pm, Monday through Friday, with a one (1) hour lunch.

May occasionally have to work outside of those hours depending on court schedule. Paid vacation days and government holidays. Rush County offers a full range of benefits for its employees along with a retirement plan available. Salary for this position is dependent on qualification and experience.

Applicants may send cover letter with resume electronically to:

circuitadmin@rushcounty.in.gov or mail to Rush Circuit Court, 101 E. 2nd Street, 3rd Floor Courthouse, Rushville, IN 46173. Position will remain open until filled. No phone inquiries or walk-in applications accepted. Rush County is an Equal Opportunity Employer.