

DeKalb County (Auburn, Indiana) Superior Court has an opening for a full time Assistant 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 critical part of the judicial system that allows for the right candidate to expand their knowledge and be challenged on a daily basis.

Full-time position – approximately 35 hours per week, Monday through Friday, hourly/non-exempt. Hourly wage up to \$25.48/DOE. Benefits include: Medical/Dental/Vision/Rx coverage, along with Life/AD&D and Short Term Disability insurance, Pension Plan, generous paid Holidays and Paid Time Off.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.

***The starting date for this position will be April 2026 ***

Interested persons should e-mail their cover letter and resume to careers@co.dekalb.in.us or mail them to Human Resources, 100 South Main Street, Auburn, IN 46706. Deadline for submission is March 13, 2026.

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