

JOHNSON CIRCUIT COURT
Honorable Andrew S. Roesener
5 E. Jefferson Street
Franklin, Indiana 46131

Currently, the Johnson Circuit Court has the following position available:

Assistant Court Reporter

The Johnson Circuit Court is currently seeking an applicant for a Paralegal/Legal Secretary position. The person in this position will bear primary responsibility for answering phones and transferring calls to appropriate staff members; greeting and assisting the general public; processing incoming legal pleadings; and drafting and typing court orders for a particular area of law. In addition, the person may also be called upon to handle court reporting responsibilities. The ideal candidate should possess legal experience and/or training with criminal or family law experience a plus. The applicant should be familiar with Windows based computer applications and general office equipment. In this fast paced court environment, contact with litigants, attorneys and the general public is common and must be handled professionally. Salary for this position begins at \$43,601.00, plus county benefits.

Please submit resume by March 4, 2022 to the following address to the attention of Brandi Voris:

Johnson Circuit Court
5 E. Jefferson Street
Franklin, Indiana 46131

If you have any further questions, you may direct your calls to Brandi Voris at 317-346-4403.