

19th Judicial Circuit

Digital Court Reporter – Independent Contractor

This contract is responsible for recording, monitoring audio recordings while proceedings occur, duplicating (copying) audio recordings, and on occasions transcribing court proceedings using digital court recording software. Ability to type 55 wpm. Strong computer and organizational skills. HS diploma and some college preferred, plus two years secretarial/clerical experience helpful. On-the-job paid training provided. Court reporting certification preferred.

\$35 per 2 hour session

Cover Letter and Resume should be mailed to:

Lisa DiLucente-Jaramillo, Human Resources Manager
250 NW Country Club Drive
Suite 217
Port St. Lucie, FL 34986

Or emailed to

HR@Circuit19.org

Please reference **Digital Court Reporter – Independent Contractor**