



Nineteenth Judicial Circuit of Florida

Serving Indian River, Okeechobee, Martin, and St Lucie Counties

Administrative Office of the Courts

JOB ANNOUNCEMENT

POSITION: Digital Court Reporter
Position# 010817

LOCATION: To-be-Determined
Position also travels to other locations within the Judicial Circuit.

SALARY: \$33,490.72 annually
Benefits Package available

EFFECTIVE DATE: Immediately

General Description

The essential function of the position is to digitally record and transcribe court proceedings and hearings. The position is responsible for digitally recording and annotating court proceedings and hearings; transcribing recordings; and performing research. The position uses Open Court to observe court proceedings, make annotations, prepare transcription, duplicate audio and upload information to an official court reporter. This position is also responsible for researching ICMS, copying audio/video files onto a compact diskette (CD), and drafting simple correspondence. The position works under direct supervision according to set procedures.

Education and Experience Required

Education - High School diploma or GED and one year of college or vocational school education in office skills, computer operation or a closely related field. Additional relevant experience may be substituted for the recommended educational level on a year for year basis. **Experience** - Two years of related work experience required. Additional relevant education may substitute for the recommended experience on a year-for-year basis. Must be able to obtain appropriate Digital Court Reporter certification as determined by State Courts System. Must be able to type 55 words per minute. Valid Florida Driver's License required.

How to Apply

Interested applicants should electronically submit a complete application package of the following materials to HR@circuit19.org:

1. Cover Letter
2. Resume
3. State of Florida Application - Please visit www.circuit19.org/about-courts/employment-opportunities to download the application. **Application Deadline: Open until filled.**

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

If you are a person with a disability who requires a special accommodation to participate in the application/selection process please call the Human Resources Department at (772) 807-4370 (option 6)