

NINETEENTH JUDICIAL CIRCUIT JOB OPPORTUNITY

Date: March 24, 2021

Closing Date: Until Filled

Position Title: Digital Court Reporter (2 Positions Available)

Salary: \$31,780.91/annually

*Benefits Package Available

Job Description

This position is responsible for monitoring and annotating court proceedings in a centralized environment using Open Court monitoring and recording software. The Digital Court Reporter uses Open Court to observe court proceedings, make annotations for future aid in searching the record, preparing transcription, duplicating audio and uploading information to an official court reporter. Also, the position is responsible for digitally recorded court proceedings by researching ICMS, copying audio/video files onto a compact diskette (CD), and drafting simple correspondence.

General Description

The essential function of the position within the organization 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 works under direct supervision according to set procedures.

Examples of Work Performed

Monitors and annotates digitally recorded court proceedings while proceedings occur; annotates previously recorded, non-annotated court proceedings as required.

Transcribes digitally recorded court proceedings and hearings; proof reads, edits and prepares final copy of transcripts in compliance with applicable standards, regulations and statutes.

Processes approved transcript/CD/DVD orders; produces copies of court proceedings, depositions and hearings for attorneys, governmental personnel/agencies and the public.

Monitors audio quality; generates duplicate audio recordings of trials and court hearings, including notes to facilitate transcription.

Performs tests of digital court recording equipment located within courtrooms to ensure systems work properly prior to start of court proceedings; advises supervisor of improperly functioning equipment; changes out CD's/DVD's containing a daily record of courtroom proceedings, securing recordings in designated area.

Enters and processes court orders/requests into the Transcript Tracking System for easy retrieval/reference; verifies court order information by conducting research, and makes necessary corrections.

Provides services involving digital court recording equipment, such as the playback of recordings in open courtroom upon a judge's request or making a recording of a particular case available for listening by court personnel.

Performs clerical tasks, such as maintaining log books for activities of responsibility, keeping accurate records of requests/orders received and completed; performing research of files for case law entered into evidence and correct spelling of names and places; or preparing correspondence to attorneys.

Competencies

Data Responsibility:

Compiles, transcribes, labels, stores, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

Provides assistance to people to achieve task completion.

Assets Responsibility:

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Requires the accurate use of the English language, grammar, punctuation and spelling. complex transcripts; prepares reports.

Complexity of Work:

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as digital recording equipment, computers, peripherals, or software programs such as word processing or custom applications. Ability to type 55 words per minute.

Safety of Others:

Requires some responsibility for safety of others and/or for occasional enforcement of the standards of public safety.

Education and Experience Guidelines

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. Years of experience may be substituted for college or vocational requirements on a year for year basis.

Experience:

Six months to two years of related experience.

Licenses, Certifications, and Registrations:

Ability to obtain appropriate Digital Court Reporter certification as determined by State Courts System.