

VACANCY ANNOUNCEMENT FOURTEENTH JUDICIAL CIRCUIT



Position: Court Reporter I
Position #: 22010549
Salary: \$3,964.09 Monthly
Location: Bay County

GENERAL DESCRIPTION

This is advanced stenographic work in recording and transcribing verbatim trials and hearings in the Courts of the Fourteenth Judicial Circuit. Transcripts must be certified for judicial appeal proceedings, and the Court Reporter is responsible for absolute accuracy of the transcript. The work involves a significant amount of sitting and listening. Travel is also required. This position works under the direct supervision of the Court Reporter Manager.

EXAMPLES OF WORK PERFORMED

(Omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)

- ◆ Records proceedings of the court by stenotype writer to create verbatim transcripts with the use of Eclipse software or equivalent transcription software;
- ◆ Prepares transcripts of proceedings to include indexing and page numbering and ensuring the absolute accuracy of each transcript;
- ◆ Proofreads, prints, and binds transcripts to distribute to appropriate parties in a timely manner;
- ◆ Maintains and archives all records taken in an organized manner; and
- ◆ Maintains daily, monthly, and yearly data.
- ◆ Travel is required throughout the six counties of the circuit and will be reimbursed.

EDUCATION

Associate's degree or the equivalent of two years college or vocational school education in computer operations, medical/legal terminology, court reporting, paralegal, or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Certification as a Registered Professional Reporter is preferred.

EXPERIENCE

Two years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

COMMENTS

- ◆ The successful applicant will be subject to a criminal background check.
- ◆ If you need an accommodation to participate in the application process, please call the contact person at the number below. TTY users may call the contact person through the Florida Relay Service at 711.
- ◆ We do **not** accept applications electronically other than those emailed to: jobs@jud14.flcourts.org.
- ◆ Applications can be found on our website at www.jud14.flcourts.org

SEND AN ORIGINAL 14TH JUDICIAL CIRCUIT APPLICATION AND VERIFICATION OF EDUCATION TO:

Sarah Pearce
Court Administration
P. O. Box 1089
Panama City, FL 32402-1089

Email: HumanResources@jud14.flcourts.org
Phone: (850) 747-5338

We are an equal opportunity employer.
We do not discriminate on the basis of
race, religion, color, sex, age, national
origin, or disability.

***Closing Date:
Open Until Filled***