

**Official Court Reporter
Conasauga Judicial Circuit
Murray and Whitfield Counties**

Position Description:

Provide verbatim reporting of judicial and administrative proceedings.

Provide accurate and timely transcripts of court proceedings as required by law.

Maintain notes and recordings of all reported court proceedings, identifying records by date, judge, case title and other identifying information.

Maintain all exhibits admitted into evidence in any reported proceeding.

Minimum Qualifications:

All applicants must be licensed and certified by the State of Georgia. Applicants may be either a voice writer or machine writer. A minimum of 3 (three) years of experience in court reporting is required in a courtroom setting. Certifications by a national court reporting organization and experience with the use of digital court reporting equipment is a plus.

Miscellaneous Requirements:

Applicants will be subject to a criminal background check. Occasional irregular work hours may apply.

Pay and benefits:

Per Diem for all criminal and civil trials and criminal and civil non-jury days; requested and required transcripts and a monthly travel allowance of \$140.00.

Furnished office and supplies.

Send Résumé, letter of interest and an example of a work product to:

Brad Butler
Court Administrator
P.O. Box 1066
Dalton, Georgia 30722-1066