

Superior Court of the Northeastern Judicial Circuit

Judicial Branch Vacancy, Court Reporter. Court Reporter to fill a vacant reporter position for the Superior Court of Hall and Dawson County.

Salary: \$68,094.00-\$73,178.57 – not including transcript production.

Benefits: Group medical insurance options, deferred compensation plan.

Minimum Requirements: Completion of course work equivalent to the academic requirements of a high school diploma or G.E.D., including training in court reporting or completion of sufficient course work to successfully obtain certification as a court reporter; two years of reporting and transcription experience in a judicial environment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Professional Certification as a Registered Professional Reporter (RPR) issued through the National Court Reporters Association (NCRA); or Certified Verbatim Reporter (CVR) issued through the National Verbatim Reporters Association (NVRA) Professional license as a Certified Court Reporter (CCR) issued by the Board of Court Reporting of the Judicial Council of Georgia; working knowledge of correct grammar, spelling and punctuation, legal and medical terminology, laws, rules and regulations governing court reporting and transcription activities, personal computers and related software.

Essential Functions: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned. Takes verbatim recordings of legal proceedings; utilizes stenographic equipment; sets up; connects and verifies proper operation of real time equipment prior to proceedings; reiterates testimony and court records from notes upon request. Prepares certified written and electronic verbatim transcripts; proofreads, edits and produces hearing transcripts; prepares trial index; attaches photocopies of all trial exhibits; certifies accuracy and completeness of documents; prepares certified documents for filing with Clerk of Court; produces and distributes copies of documents as appropriate. Receives, inventories, records, and stores trial exhibits introduced in court; maintains exhibits during court hearings and trials; records transfer of physical evidence at the conclusion of trial proceedings. Prepares and files all transcripts in accordance with GA Judicial Council Policies and Guidelines; files electronically as required by local order and distributes copies in electronic format as requested. Communicates with court and county staff, attorneys and the general public regarding transcripts and responds to transcripts requests within designated time frames.