QUALIFICATIONS: High School Diploma or G.E.D. equivalent, completion of a recognized court reporting program, and certification by the State of Georgia. Preferred qualifications include: Machine Shorthand Reporter, Trial experience, Real-time experience, Real-time Certification (CRR), Registered Merit Reporter (RMR).

LICENSING REQUIREMENTS: Professional certification as a Registered Professional Reporter (RPR) issued through the National Court Reporters Association (NCRRA) 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; affirmation as a sworn Deputy Clerk of the Court.

EXAMINATION: The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/course work used to qualify for this position.

JOB SUMMARY: Incumbent in this class performs duties related to recording and transcribing verbatim court proceedings or other hearings before the courts, County tribunals, boards, and/or councils. Responsibilities include maintaining exhibits during court hearings and trials.

ESSENTIAL DUTIES: Records oral communications for various formal and/or legal proceedings, such as criminal and civil litigations, trials, motions, pleas, arraignments, hearings, and board meetings. Transcribes, edits, proofreads, corrects, prints, collates, and binds transcriptions for distribution. Files transcripts in civil and criminal proceedings with appropriate documentation. Corresponds with attorneys, court officers, and the general public regarding requests for the preparation of transcripts and exhibits. Trains and monitors the work of court reporter interns as required. Orders and maintains court reporting supplies. Maintains exhibits during court hearings and trials. Inventories, catalogs, files, boxes, records, and stores exhibits in criminal and civil litigation cases. Logs, copies, binds, and verifies documentary evidence. Transports physical evidence. Invoices and collects fees for services rendered in the recording and transcribing of court proceedings.

KNOWLEDGE: Office practices and procedures; Legal and medical terminology; Correct grammar, spelling, and punctuation; Theories and principles of basic mathematics; Laws, rules, and regulations governing court reporting and transcription activities; Court policies and procedures; Court reporting and transcription equipment; Principles and practices of customer service; Personal computers and related software.

SKILLS: Operating stenotype machines or other transcription equipment; Organizing and prioritizing work; Preparing and presenting oral and written communications/reports; Performing basic mathematical computations; Transcribing and taking dictation, including typing 225 words per minute in accordance with the standards of the National Court Reporters Association (NCRA); Maintaining exhibits and documentary evidence; Providing effective customer service; Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software; Establishing and maintaining effective working relationships with other County personnel, officials, and the general public; Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

TO APPLY: Resumes with letters of interest may be sent to the Superior Court Administrator’s Office, 136 Pryor Street, Suite 640, Atlanta GA 30303 or emailed to SCA.BusinessOffice@fultoncountyga.gov.

It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.