



Franklin County Domestic and Juvenile Courts

POSITION TITLE:	Court Reporter
IMMEDIATE SUPERVISOR:	Court Reporter Supervisor
WORKING HOURS:	Monday- Friday 8 am - 5 pm
STARTING SALARY:	\$32.74 p/h. Position is subject to 180-day probationary period.
MINIMUM REQUIREMENTS:	Completion of an accredited Court Reporting Program with a minimum of 225 wpm OR have a current RPR certification. Minimum of two (2) years' experience as a court reporter Employee must provide their own stenographic writer. The court will provide Eclipse software and computers. Preferred: Registered Professional Reporter with NCRA and knowledge and ability to provide real-time to Judges.
FLSA:	Non-Exempt

POSITION SUMMARY:

The Court Reporter position creates and preserves a verbatim record of court proceedings using their own personal stenographic machine and Eclipse software, which is provided by the court. The Court Reporter prepares accurate transcripts both from their stenographic machine or through the recording system as an independent contractor; reviews transcripts to ensure accuracy; certify and file/e-file transcripts; label exhibits in the courtroom; and retains custody of exhibits. This job description describes the purpose, function, knowledge, skills, abilities, and qualifications associated with the standard workday and not independent contractor work, which is compensated separately per page.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Make a verbatim stenographic record of proceedings. On-the-job training will be provided for real-time.
2. Maintain record logbook
3. Complete a per diem to be filed with the Clerk of Courts Office
4. Maintain and store exhibits
5. Upon receipt of a transcript request, locate notes or recording; prepare, edit, review, and file/e-file transcript
6. Interact and communicate with court staff, attorneys, parties, and the public
7. Review appropriate resources when necessary for transcript clarification
8. Store electronic / computer notes and transcripts to the shared drive
9. Create and maintain worksheets for court proceedings to assist in transcript preparation
10. Read back proceedings; search for information in the record when needed
11. Create PDF files of appropriate documents
12. Maintain continuing education for NCRA requirements
13. Perform other related duties as required

Knowledge, Skills & Abilities Required to Perform Essential Job Functions:

- Ability to review, classify, categorize, prioritize, and/or analyze data, including exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.
- Essential functions are regularly performed without exposure to adverse environmental conditions.

****It is the policy of The Court to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, gender identity, genetic predisposition or carrier status, military or veteran status or any other protected characteristic as established by law. The Court prohibits discrimination and maintains a strict disciplinary policy, up-to and including termination for violations of the EEO policy.**

PHYSICAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Physical Activity	0%	1-20%	21-40%	41-60%	61-80%	81-100%
Stand				x		

Walk				x		
Running, jumping/leaping	x					
Sit						x
Twisting						x
Use hands to finger, handle or feel						X
Reach with hands and arms						x
Climb or balance	x					
Stoop, kneel, crouch or crawl		X				
Talk or hear						x

Lifting	0%	1-20%	21-40%	41-60%	61-80%	81-100%
Up to 10 Pounds					x	
Up to 25 Pounds		X				
Up to 50 Pounds	X					
Up to 100 Pounds	X					
More Than 100 Pounds	X					

Working Conditions	0%	1-20%	21-40%	41-60%	61-80%	81-100%
Wet or humid conditions (non-weather)	X					
Work near moving mechanical parts	X					
Work in high, precarious places	X					
Fumes or airborne particles	x					
Toxic or caustic chemicals	X					
Outdoor weather conditions	X					
Extreme cold (non-weather)		X				
Extreme heat (non-weather)	x					
Risk of electric shock	X					
Work with explosives	X					
Vibration	X					

Vision Requirements	0%	1-20%	21-40%	41-60%	61-80%	81-100%
Close vision (clear vision at 20 inches or less)						X
Distance vision (clear vision at 20 feet or more)	X		X			
Color vision (ability to identify and distinguish colors)				X		
Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)				x		
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)				X		
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)						X

Noise	
Very quiet (examples: forest trail, isolation booth for hearing test)	
Quiet (examples: library, private office)	
Moderate noise (examples: business office with computers and printers, light traffic)	X
Loud (examples: metal can manufacturing department, large earth-moving equipment)	
Very loud (examples: jack hammer work, front row at rock concert)	

The above statements describe the general nature and level of the work being performed and are not an exhaustive list of all responsibilities of an employee in this position. Job duties and functions can change at any time and The Court reserves the right to require other duties as needed without revision to this document.

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EMPLOYEE ACKNOWLEDGEMENT:

I, _____, acknowledge review of the _____ job description.
Employee's Name - PRINT Name Job Title

Employee's Signature Date: _____

Human Resources Date: _____