



Franklin County Domestic and Juvenile Courts

POSITION TITLE:	Court Reporter Full-time (1) and Part-time (1)
IMMEDIATE SUPERVISOR:	Court Reporter Supervisor
WORKING HOURS:	Monday- Friday 8 am - 5 pm
STARTING SALARY:	\$34.05 p/h. Position is subject to 180-day probationary period.
MINIMUM REQUIREMENTS:	Graduate of an accredited Court Reporting Program with a minimum of 225 wpm OR have a current RPR certification. Minimum of three (3) years' experience as a court reporter. Employee must provide equipment in which to produce the transcript; the Court does provide equipment- (laptop, printer etc.) Registered Professional Reporter with NCRA and Knowledge and ability to provide real-time a plus.
FLSA:	Non-Exempt (unclassified)

POSITION SUMMARY:

The responsibility of the court reporter position is to create verbatim records of court proceedings; prepare accurate transcripts; transcribe transcripts from audio recordings; review transcripts to ensure accuracy, certify and file/e-file transcripts; label exhibits in courtroom (when requested) and retain custody of exhibits in cases.

The Court Reporter position may prepare transcripts for Judges as part of the workday, but primarily prepares transcripts as an independent contractor. This job description describes the purpose; function; knowledge, skills, and abilities; and qualifications associated with the standard workday and not independent contractor work, which is compensated separately on a per page basis.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Make stenographic record of proceedings, label exhibits upon request
2. Maintain record logbook
3. Complete a per diem to be filed with the Clerk of Courts Office
4. Maintain and store exhibits and stenographic electronic notes
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.**
