



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Digital Court Reporter

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 22010204

Closing date: Open until filled

Education: High School or Equivalent (GED)

Certification: Completion of Court Reporting Program

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$41,863.44/Annually

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/digital-court-reporter-7>

Position description

The Ninth Judicial Circuit Court in Orlando is seeking a Digital Court Reporter to join our team. The position is responsible for recording and transcribing court proceedings using digital court reporting software and will be exposed to sensitive information to remain confidential.

Ability to type 55 words per minute is preferred. The ideal candidate must possess strong grammar and punctuation skills, computer skills, organizational skills, and the ability to multitask are required. Selected candidates will be required to submit to a typing test and tests for grammar, spelling and punctuation.

Upon being hired, the candidate must be certified by AAERT or IAPRT and obtain certification within two years of hire date. HS diploma plus 2 years secretarial/clerical experience. This is a State funded position with benefits.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities