

**IN THE FRANKLIN COUNTY COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS  
AND JUVENILE BRANCH**

**TITLE OF POSITION:** COURT REPORTER

**IMMEDIATE SUPERVISOR:** Court Reporter Supervisor

**NORMAL WORKING HOURS:** 8:00am – 5:00pm

**SALARY:** \$22.95 per hour. Position is subject to 180-day probationary period.

**MINIMUM REQUIREMENTS:** Graduate of an accredited Court Reporting Program with a minimum of 225 wpm O  
Minimum three years as a Court Reporter;  
Real-time experience;  
Writer not provided.

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**ESSENTIAL FUNCTIONS**

1. Provide highly skilled real-time transcript feed to all judges and magistrates. Read back testimony when requested by judges, magistrates, or attorneys.
  2. Assist attorneys, pro se litigants and general public regarding ordering transcripts and estimated cost.
  3. Prepare accurate and timely transcripts from stenographic files upon request by judges, magistrates, and attorneys.
  4. Always maintains own writer in appropriate working order.
  5. Maintains records of all transactions, make PDFs, scan exhibits, eFile transcripts, exhibits and per diems with appropriate clerk in a timely manner.
  6. Maintains and secures all exhibits retained by the court in the assigned work area and determines appropriate level of security for all exhibits.
  7. Keep accurate records of all hearings reported; enter per diems in department database.
  8. Proficient in software, dictionary building for real-time accuracy, continuing education to maintain certifications through the National Court Reporter's Assoc.
  9. Research as necessary to verify technical, legal, medical, and other specialized terms.
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**Posting Period: October 19, 2020 –  
November 1, 2020**

**Application/Resume must be received  
by: Sunday, November 1, 2020 @ 5:00  
p.m.**

**Apply On-line:  
[drj.fccourts.org](http://drj.fccourts.org)**

Telephone: (614) 525-3268  
Fax: (614) 525-2230

**Address:**

Franklin County Court of Common Pleas  
Division of Domestic Relations and  
Juvenile Branch – **Attn: Human  
Resources**  
373 South High Street, 4<sup>th</sup> Floor  
Columbus, Ohio 43215

**THE FRANKLIN COUNTY COURT OF DOMESTIC RELATIONS AND JUVENILE DIVISION IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON**