



Franklin County Domestic and Juvenile Courts

POSITION TITLE:	Stenographer
IMMEDIATE SUPERVISOR:	Stenographer Supervisor
FSLA	Non-Exempt
WORKING HOURS:	Monday- Friday 8am-5 pm
STARTING SALARY:	\$29.09 p/h. Position is subject to 180 day probationary period.
MINIMUM REQUIREMENTS:	High School Degree or GED; Minimum of 2-years' experience in computer operations and data entry. Strong computer skills. Proficient with Adobe Acrobat Reader and Microsoft Office applications, including but not limited to Microsoft Word and Microsoft Excel. Excellent and accurate typing skills. Experience multi-tasking while providing a high level of customer service. Experience working for a Court preferred. Paralegal experience preferred.
	Non exempt

POSITION SUMMARY:

Attends court hearings as assigned daily and is responsible for recording of each hearing via the digital recording system software. Generates appropriate software log notes for each hearing/trial as the system is recording, while simultaneously capturing manual notes in order to complete orders and entries as needed. The Stenographer completes an accurate paper docket of each hearing, inclusive of appearances, sworn witnesses, exhibits, and hearing disposition. Copies, distributes and electronically files all documents after court is out of session.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Operates recording equipment during court hearings.
2. Completes required court documents during court hearings.
3. Accurately completes assigned courtroom docket to document all appearances, orders and court outcomes.
4. Creates and maintains handwritten records of all facts and testimony presented in court trials.
5. Scans and electronically files all court documents related to courtroom proceedings.
6. Produces Magistrate's Decisions and Judgment Entries for review and approval by judicial officers. This includes reviewing notes, recordings, dockets, and researching pending complaints and motions.
7. Indexes, researches and ties off any outstanding motions.

8. Provides administrative support to Supervisor, Magistrates and Judges.
9. Creates record of exhibits. Logs, files and maintains the security of all exhibits from trials and hearings.
10. Prepares decisions, entries and orders for service to parties. Provides service instructions to Clerk of Courts.
11. Provides typed verbatim transcripts from previously recorded hearings.
12. Performs other duties as assigned

SECONDARY RESPONSIBILITIES:

- Communicates with attorneys and caseworkers regarding the accuracy of orders and court dates.
- Provides and stocks stenographer supplies and forms in courtrooms daily.
- Makes copies for parties when immediate orders take place.
- Responds to inquiries at the window from the public, attorneys, etc. in regard to entries, transcripts, magistrate orders on an as needed basis.
- Act as a bailiff/court officer when one is not available; i.e. to all visiting Judge's and when short staffed on the 5th floor.
- Assist with training new staff members extensively for a minimum of 6 weeks; Trains new hires on different stenographer duties required with each magistrate.
- Serve as gatekeepers for magistrates as requested by supervisor to ensure proper processing of decisions and orders.

EDUCATION AND WORK EXPERIENCE:

High School Degree or GED;
 Minimum of 2-years of experience in computer operations and data entry;
 Experience working for a Court preferred;
 Paralegal experience preferred;
 Proficient in Microsoft Word.

CORE COMPETENCIES / KSA'S:

Excellent grammar, punctuation, sentence structure and vocabulary.
 Knowledge of and ability to use electronic recording equipment
 Ability to work well with the public and coworkers in a fast-paced environment.
 Equipped with the functional and technical knowledge and skills to do the job with a high level of accomplishment
 Ability to adapt to constantly changing and sometimes urgent priorities while maintaining organizational skills
 Ability to adapt quickly and effectively to frequent changes in standard work phrases and practices.
 Deals with concepts and complexity comfortably
 Learns quickly
 Dedicated to meet the expectations and requirements of staff, management and external customers
 Relates well to all kinds of people; practices attentive and active listening
 Establishes and maintains effective relationships with staff and litigants
 Is seen as a team player and is cooperative
 Knowledgeable in court policies and practices