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# Court Reporter(Job Id 19087)

**Location:** Sioux Falls

**Employment Type:** Permanent Employee

**Agency:** Unified Judicial System

**Post Date:** 04/22/2022

**Salary:** 25.52-26.80 US

## Description

Job ID: 19087

Agency: Unified Judicial System, Second Judicial Circuit

Location: Sioux Falls

Salary: \$25.52 to \$26.80 per hour, depending on experience

Closing date: Open Until Filled

For more information on the Unified Judicial System, please visit <http://ujls.sd.gov>.

The Mission of the South Dakota Unified Judicial System is to provide Justice for All!

Our employees are our most valuable resource and crucial to accomplishing our mission. We seek talented and motivated individuals to be the face of the court system and help ensure that the Court and all the people that come before it receives the highest level of service. Our dedicated staff work to enhance community safety and ensure victim's rights while treating all individuals with dignity and respect.

The Unified Judicial System offers a comprehensive benefits package consisting of 10-12 paid holidays every year, extensive sick and vacation leave, paid family leave, military training leave, health and flexible benefits, regular working hours, continuing education opportunities, retirement benefits, a great working environment, and more.

### Position Purpose:

Position reports, transcribes, and serves as the guardian of the verbatim stenographic record of official court proceedings in an accurate, impartial, and confidential manner. Duties may include:

- attending court sessions and providing verbatim reporting on those proceedings to ensure justice is upheld and provides the necessary written verbatim record as to whether procedures, laws, and statutes were appropriately followed in order to determine whether a decision should be upheld or reversed;
- transcribing and producing transcripts requested by the Judge and other court personnel in regard to proceedings that have been reported;
- scheduling the Judge's court calendar to ensure hearings and trials are held in a timely manner and does not conflict with the other court schedule/events;
- preparing correspondence, answering the telephone and taking messages, and responding to attorneys' or parties' inquiries on behalf of the Judge to ensure timely responses;
- performing other work as assigned depending on Circuit/Judge.

### Minimum Qualifications:

- per South Dakota State statute, additional compensation is given per page for transcripts, \$3.00/original and \$.40/copy. Depending on the location transcript work can be moderate to extensive. Court reporters may be allowed to freelance and perform outside depositions work that does not involve the recording and/or transcribing of official judicial system court proceedings outside of normal office hours and for additional compensation as court calendars permit;
- 5% increase in salary after successful completion of CRR (Certified Real-time Reporter) certification;
- graduation from an accredited court reporting school with the ability to type 225 words per minute with 97% accuracy. South Dakota Notary Public is required to swear in witnesses in the courtroom. No experience is necessary;
- preference will be given to candidates who possess a RPR (Registered Professional Reporter) certification;
- successful completion of a criminal background investigation is required for employment.

### Knowledge, Skills and Abilities:

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Knowledge of:

- courtroom procedures, standards, and ethics;
- legal terminology and processes;
- producing courtroom transcripts;
- English language including meaning, spelling, rules, and grammar;
- court reporter equipment and software and recording equipment.

Ability to:

- write shorthand at least 225 words per minute with 95% accuracy;
- stay up-to-date with changes in terminology, slang, and reporting procedures;
- troubleshoot and solve court reporter computer equipment and software issues;
- concentrate and focus for extended periods of time;
- listen to emotional testimony without reacting or forming opinions;
- maintain confidential information and proceedings;
- meet timeframes and deadlines in producing transcripts;
- schedule proceedings with multiple parties;
- communicate effectively, both in writing and verbally;
- maintain a professional demeanor when proceedings become emotional and volatile.

The State of South Dakota, Unified Judicial System does not sponsor work visas for new or existing employees. All persons hired will be required to verify identity and eligibility to work in the United States and complete an Employment Eligibility Verification, Form I-9. The Unified Judicial System as an employer will be using E-Verify to complete employment eligibility verification upon hire.

You may view our benefits information at [https://uj.s.d.gov/uploads/pubs/Come\\_work\\_for\\_us.pdf](https://uj.s.d.gov/uploads/pubs/Come_work_for_us.pdf).

Apply at: <https://sodakprod-lm01.cloud.infor.com:1443/lmg/hr/xmlhttp/shorturl.do?key=HSI>  
Unified Judicial System  
500 East Capitol Avenue  
Pierre, SD 57501-5070  
Phone: 605.773.4867

"An Equal Opportunity Employer"