



Eleventh Judicial Circuit of Florida

Digital Court Reporter (Court Reporting Services Specialist) (State Funded)

SALARY	\$43,941.48 Annually	LOCATION	33125, FL
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-9227	DIVISION	Court Reporting Services
OPENING DATE	04/11/2024	CLOSING DATE	4/25/2024 11:59 PM Eastern

Description

Salary is Non-Negotiable. The successful candidate will be hired at the minimum salary. The successful candidate will be hired at the minimum salary. NEW SALARY: \$43,941.48 (annual salary of \$41,863.44 plus Competitive Area Differential pay of \$173.17 per month).

The essential function of the Court Reporting Services Specialist position is to assist with all daily court reporting activities within the Circuit. This position is responsible for applying basic technical knowledge of court reporting equipment, maintaining records and logs, assuring proper labeling of backed up audio recordings of court hearings, providing audio files of hearings, providing statistics and data, reconciling service requests, assisting with invoice auditing, assisting with administrative office duties, initiating technical service calls, monitoring court proceedings, and other matters as needed. The position works under the direct supervision of a manager.

This position is eligible for a hybrid remote work/onsite schedule after a 90-day period, as outlined by existing Circuit policies and procedures.

Responsibilities

- Monitors the daily court reporting activities for various court locations.
- Serves as first level liaison between the judiciary and contracted court reporting firms.
- Monitors and maintains logs and records of internal backup of audio files.
- Monitors and audits logs and records involving audio files provided through unit's request process.
- Provides review of requested audio files and processes, confirms, extracts, and provides requested audio files timely. Monitors, maintains, and assists with the reconciliation of payments received for requested audio files.
- Assists with maintaining and reporting data of court reporting related issues such as contracted vendor compliance, audits of invoicing, payment audits, transcript requests, court reporting training, audio file requests, or other related matters of the Unit.
- Assists with maintaining recording equipment and reporting malfunctioning equipment to appropriate personnel and Court Information Technology Services (CITeS) by following Court Reporting Services Unit policies and procedures.
- Assists with maintaining accurate court reporting vendor assignment log.
- Works with court operations division staff during judicial rotations, prepares training schedules for review by managers and posts updates on the webpage.
- Performs minor maintenance and troubleshooting tasks on equipment and corrects minor malfunctions, as needed.
- Monitors quality of recordings and transcripts.
- Assists with monitoring court reporting contractor compliance matters.
- Attends meetings, trainings, and meets with court personnel as needed to ensure functioning of court reporting matters.
- Compiles and reports court reporting monthly statistical data for review by the Unit supervisor.

- Gathers and maintains daily information/data to support periodic and special reports for the Court Reporting Services Unit.
- Provides audio recordings as requested and/or approved by Administrative Office of the Court (AOC) division directors, legal department, Public Information Officer, Trial Court Administrator's Office, or Administrative Judges.
- Operates digital court recording equipment and provides official records of court proceedings as needed.
- Maintains accurate notes regarding retention and works with Unit staff to purge eligible records as needed.
- Reports to courthouses as needed to assist with court reporting related issues or tasks.
- Assists with training court personnel and newly contracted digital court reporting monitors as needed.
- Screens telephone calls and directs callers/visitors to proper personnel or takes messages.
- Performs related work as required.

Qualifications

- High School diploma or GED and one year of college or vocational school education in office skills, computer operation or a closely related field.
- Two (2) years of related work experience.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of court reporting practices and procedures.
- Knowledge of court reporting software.
- Knowledge of or the ability to learn about the Florida State Court System.
- Knowledge of training practices and methods.
- Knowledge of English grammar and punctuation.
- Ability to train others in court reporting processes.
- Ability to maintain files, detailed logs, reports, and extract data from systems.
- Ability to audit invoices, maintain accurate accounts and reconcile payments.
- Ability to properly report data in writing and with charts.
- Ability to record, edit, backup, download and extract audio files.
- Ability to follow directions and communicate clearly and concisely orally and in writing.
- Ability to critically review court reporting documents.

Working Conditions/Physical Demands/Licenses Certifications

Working Conditions:

- Moderate noise; business office setting.

Physical Demands:

- Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; must be able to transfer up to 10 pounds.

Licenses Certifications:

- Court Reporter certification preferred.

Agency

Eleventh Judicial Circuit of Florida

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