



State of Illinois  
Circuit Court of Cook County  
Office of the Chief Judge

Human Resources  
Department

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**The Office of the Chief Judge seeks applicants for the full-time position of Official Court Reporter. Please see the job description below for information on the duties and requirements of the position. For additional information, please click <https://www.ilcrs.com/careers>.**

**Applicants should submit: a completed application, along with a resume and a current Illinois Certified Shorthand Reporters License to: [ocj.hr@cookcountyl.gov](mailto:ocj.hr@cookcountyl.gov). Please reference "Application for Official Court Reporter" in the subject line.**

**[Click here for the Application](#)**

**COURT REPORTING SERVICES  
STATE OF ILLINOIS**

**JOB TITLE: OFFICIAL COURT REPORTER 2 – Cook County**  
**LOCATION: COURT LOCATIONS THROUGHOUT COOK COUNTY**  
**UNION: INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS,  
LOCAL 134**  
**SALARY: ENTRY LEVEL ON UNION SCALE, CURRENTLY \$54,942**

**JOB SUMMARY AND DUTIES**

Provides stenographic services in order to produce a verbatim record at a high rate of speed. Employees under this classification prepare transcripts from stenographic notes for which they are paid a separate page rate. Preparing transcripts outside of regular working hours is not considered regular working hours for the purpose of calculating hours worked in a week.

As the second level of the Official Court Reporter title series, this level is distinguished from the entry level position by the minimum requirement of an unrestricted State of Illinois Certified Shorthand Reporter's (CSR) License. This class is distinguished from the higher level Official Court Reporter titles by the level of proficiency.

Work is performed under the direction of the Chief Judge, a presiding judge or an administrative supervisor and is reviewed through personal conferences, general observation of work in progress and upon completion.

### **ESSENTIAL FUNCTIONS**

- Responsible to the Chief Judge, the Administrator and the supervisor.
- Must comply with all applicable statutes, administrative orders, court rules and all regulations promulgated by the Chief Judges and any amendments thereof.
- Provides stenographic services in order to produce a verbatim record at a high rate of speed.
- Keeps a monthly report of all transcripts on order and files the original report as directed by the Chief Judge.
- Prepares all transcripts in a timely manner.
- Follows proper courtroom etiquette, including, but not limited to, impartiality to parties, and appropriate demeanor and dress as specified by the regulations and local rules.
- Operates personal computer (i.e. stenographic software, word process and other applications).
- Performs other duties as assigned.

### **EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS**

Must possess a Certified Shorthand Reporter's (CSR) License issued by the Illinois Department of Financial and Professional Regulations and pass the Official Court Reporter Proficiency (Part A) examination. If the reporter possesses an unrestricted CSR License, they will be given one (1) year from hire to pass the Official Court Reporter Proficiency exam.

### **SELECTION FACTORS**

#### **Knowledge and Skills**

- Knowledge and skill in performing stenographic duties and the ability to reduce the spoken word into a verbatim record at a high rate of speed.
- Knowledge and skill in the use of personal computer and applications (i.e. stenographic software, word processing and other applications).
- Working knowledge of office procedures, composition, records management and office communications.
- Ability to organize work effectively and meet required deadlines and schedules.
- Ability to communicate effectively, verbally and in writing.
- Ability to review documents for proper form, content and agreement with policies.
- Associates with employees and the public in a pleasant, courteous and helpful manner.
- Ability to be flexible and productively respond to change.

**PHYSICAL REQUIREMENTS**

- Ability to retrieve files.
- Ability to sit for extended time periods.
- Normal office working environment requiring telephone usage and ability to process written documents.

**THE OFFICE OF THE CHIEF JUDGE IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised: July, 2023