



State of Illinois  
Circuit Court of Cook County

Human Resources  
Department

50 West Washington Street  
Suite 2600  
Chicago, Illinois 60602  
(312) 603-6000  
Fax: (312) 603-6673

The Office of the Chief Judge seeks applicants for the full-time position of Court Specialist. 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 and a current resume to:  
ocj.hr@cookcountyil.gov. Please reference "Application for Court Specialist" in the subject line.  
[Click here for the Application](#)

**COURT REPORTING SERVICES  
STATE OF ILLINOIS  
COOK COUNTY**

**JOB TITLE:** COURT SPECIALIST  
**LOCATION:** COURT LOCATIONS THROUGHOUT COOK COUNTY  
**UNION:** INTERNATIONAL BROTHERHOOD OF  
ELECTRICALWORKERS, LOCAL 134  
**SALARY:** ENTRY LEVEL ON UNION SCALE, CURRENTLY \$38,500

**JOB SUMMARY AND DUTIES:**

As the entry level of Court Reporting Services titles, this level is distinguished from the higher level positions that have either a Certified Shorthand Reporter (CSR) license and/or Part-A certification. Employees in this position operate approved electronic recording and transcription equipment and perform clerical duties for the judiciary or administrative supervisor as necessary. 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, 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.
- 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. Monitors court proceedings with AOIC approved audio and/or video electronic recording systems, keeps a log of all cases and event times.
- Operates personal computer (i.e. word processing, spread sheet or database applications).
- 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.
- Performs other duties as assigned.

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

- Three (3) years of clerical or office experience required. Education, training or an associate's degree may be substituted for up to two (2) years of experience.
- Completion of the Administrative Office of the Illinois Courts' Court Specialist certification program within six (6) months of employment is required.

## **SELECTION FACTORS**

### **Knowledge and Skills**

1. Knowledge and skill in the use of personal computer and applications (i.e. word processing, spread sheet or database).
2. Ability to verify working order of electronic recording and transcription equipment and perform routine, simple maintenance, if applicable.
3. Working knowledge of office procedures, composition, records management and office communications.
4. Ability to organize work effectively and meet required deadlines and schedules.
5. Ability to communicate effectively, verbally and in writing.
6. Ability to review documents for proper form, content and agreement with policies.
7. Ability to accurately transcribe from electronic recordings and stenographic notes, when applicable.
8. Pleasant, courteous and helpful manner
9. Ability to be flexible and productively respond to change.

### **Physical Requirements**

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

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