

**State of South Carolina
Court Monitor**

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| LOCATION | Statewide, SC | JOB TYPE | FTE - Full-Time |
| JOB NUMBER | 160587 | AGENCY | Judicial Branch |
| DIVISION | Court Services | OPENING DATE | 01/22/2024 |
| CLOSING DATE | 6/30/2024 4:59 AM Eastern | RESIDENCY REQUIREMENT | No |
| CLASS CODE: | AH1008 | POSITION NUMBER: | TBD |
| NORMAL WORK SCHEDULE: | Monday - Friday (8:30 - 5:00) | PAY BAND | Unclassified |
| OPENING DATE | 01/22/2024 | EEO STATEMENT | Equal Opportunity Employer |
| AGENCY SPECIFIC APPLICATION PROCEDURES: | Interested persons meeting the required qualifications should submit an online application at www.careers.sc.gov to include all work history and education. All questions on the application must be completed. A resume may be included but will not be accepted or reviewed in lieu of an incomplete application. Supplemental questions are considered a part of your application and must be completed. | VETERAN PREFERENCE STATEMENT | South Carolina is making our Veterans a priority for employment in state agencies and institutions. |

Job Responsibilities



**SOUTH CAROLINA
JUDICIAL BRANCH**

The South Carolina Judicial Branch is seeking to fill Court Monitor positions statewide. The Court Monitor will operate digital courtroom recording equipment to capture court proceedings.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

Note: This job bulletin represents general duties for this position and is not intended to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs a test on the digital recording equipment prior to court proceedings to ensure equipment is operational.
- Operate the digital recording equipment to capture a verbatim record of court proceedings.
- Confidently monitor proceedings by utilizing headphones during the proceedings to ensure that recording is taking place.
- Annotate the record by use of log notes entered directly into the system.
- Mark exhibits during court proceedings and submit to the Clerk of Court.
- Retains all court paperwork; including case information sheets, exhibit lists, witness lists, and scans to supervisor. If no access to scanner, retains paperwork organized by week to provide to supervisor during court visits.
- All other duties as assigned.

Minimum and Additional Requirements

MINIMUM QUALIFICATIONS (EDUCATION AND EXPERIENCE)

- High School Diploma or its equivalent and two (2) years related legal/court work experience. An Associate Degree or higher maybe substituted for the required work experience on a year for year basis.
- Computer and word processing experience and ability to operate digital recording equipment.
- Must be able to maintain concentration and sit in a courtroom for extended periods of time.
- Must have dependable transportation as this position will require occasional travel to courthouses throughout the circuit.
- Punctuality and avoidance of excessive absences required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of the legal system and court proceedings.
- Knowledge of grammatical rules, spelling, and language use.
- Ability to (1) operate digital recording equipment to capture verbatim record of court proceedings, (2) to annotate the recordings, and (3) to mark exhibits during court proceedings. (Specific training on SCJB's digital recording equipment and SCJB courtroom procedures will be provided.).
- Ability to communicate courteously and effectively, both orally and in writing, with co-workers, judges, attorneys, and the general public.
- Ability to maintain concentration and sit in a courtroom for extended periods of time.
- Ability to maintain effective working relationships with judicial staff, court personnel, and the general public.

Preferred Qualifications

DESIRABLE (PREFERRED) REQUIREMENTS (EDUCATION AND/OR EXPERIENCE)

- Training and/or experience in legal terminology and court procedures, and in legal practices such as would be gained by paralegals, legal secretaries, and legal assistants.
- Experience working in a court or legal setting.

Additional Comments

ADDITIONAL COMMENTS

The South Carolina Judicial Branch offers an exceptional benefits package for FTE positions that include:

- Health, Dental, Vision, Long Term Disability, and Life Insurance for Employee, Spouse, and Children;
- State Retirement Plan and Deferred Compensation Programs (Temporary positions have option to enroll);
- 15 days paid annual (vacation) leave per year;
- 15 days paid sick leave per year;
- Option to designate 10 days of earned paid sick leave per year as family sick leave;
- Paid parental leave;
- 13 paid state holidays; and
- Workers' Compensation Benefits.

EQUAL OPPORTUNITY EMPLOYER

The South Carolina Judicial Branch is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, national origin, sex, gender, pregnancy, age, or disability.

Agency

State of South Carolina

Agency

Judicial Branch

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Phone

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Court Monitor Supplemental Questionnaire***QUESTION 1**

Please indicate the county(ies) for which you are applying.

***QUESTION 2**

Please select the highest level of education you graduated?

- PHD
- Master's
- Bachelor's
- Associate's
- High School Diploma
- None of the above

***QUESTION 3**

Please provide a detailed description on your training and/or work experience in a courtroom or legal setting. If no training or work experience, enter None.

* Required Question