

State of South Carolina Court Reporter I

LOCATION	Richland County, SC	JOB TYPE	FTE - Full-Time
JOB NUMBER	119885	AGENCY	Judicial Branch
DIVISION	Court Services	OPENING DATE	09/29/2021
CLOSING DATE	Continuous	RESIDENCY REQUIREMENT	No
CLASS CODE:	AH1022	POSITION NUMBER:	TBD
NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)	PAY BAND	Unclassified
OPENING DATE	09/29/2021	EEO STATEMENT	Equal Opportunity Employer
AGENCY SPECIFIC APPLICATION PROCEDURES:	Interested persons meeting the required qualifications should submit an online application 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

Court Reporter I Job Summary

The South Carolina Judicial Branch invites applications for Court Reporter I in Court Services, Court Reporting and Interpreting. The Court Reporter I serves the family courts throughout the state by accurately capturing the record using the following methods: steno and voice writing, and providing certified transcripts by deadlines prescribed in relevant statutes and court rules.

Court Reporter I Responsibilities include:

Note: This job bulletin represents general duties performed by this position. It is not intended to be a comprehensive listing of all functions performed.

- Under direct management of a Court Reporter Supervisor, attends court proceedings and creates verbatim recordings of court proceedings by stenographic and/or voice writing methods with a digital backup device to create a clear and complete quality audio recording of legal proceedings. Uploads all audio and physical court records to OneDrive weekly, in the format required by SCJB.
- Acquires and maintains equipment and supplies necessary to capture the record. Verifies proper operation of his/her equipment prior to court proceedings and troubleshoots issues.

- Reads or plays back testimony during proceedings at the direction of the presiding judge.
- Receives, inventories, records, and maintains exhibits entered as evidence in court. Files case exhibits with Clerk of Court in compliance with applicable laws, rules, and regulations. Retains a receipt of delivery to the Clerk's office.
- Prepares certified verbatim transcripts: proofreads, edits, prints, and binds transcript; prepares trial index; certifies accuracy and completeness of transcripts; produces and distributes copies of transcripts as appropriate within proscribed deadlines; and maintains confidentiality of official records. Timely responds to inmate and other lay individuals regarding transcript requests. Maintains all notes and records of proceedings as stipulated by the SC Court Reporter Manual and applicable laws, rules, and regulations.
- Adheres to common principles of professionalism to include being punctual and prepared; dressed in accordance with SCJB's dress code; being courteous and civil when interacting with the judge, counsel, parties, clerk's staff, and the public; remaining a neutral observer; refraining from causing disruptions to the proceedings; and exercising the highest levels of professional integrity in the disposition of the job responsibilities. Must be able to work independently, exercising good judgement and discretion.
- Assists judges and court personnel with reasonable requests while working in and outside of the courtroom. Completes required weekly timesheets, and monthly and quarterly reports.
- Attends meetings or training sessions as required.
- Performs other related duties as assigned.

Minimum and Additional Requirements

- A high school diploma AND a degree in court reporting from an accredited school or court reporting institution; OR
- Verified credentials as a Registered Professional Reporter (RPR) by the National Court Reporters Association; OR
- Certified Verbatim Reporter (CVR) by the National Verbatim Reporters Association.
- Two (2) years of relevant legal, criminal justice, or advocacy experience with a thorough knowledge of hearing procedures and preparation of transcripts is required.
- Ability to maintain concentration in a time pressured environment.
- Must have dependable transportation as this position requires occasional travel to other courthouses statewide.
- General knowledge of nationally recognized court reporter practices and procedures.
- Proficient in the use of computers and computer equipment.
- Knowledge and use of modern court reporting technology and equipment.
- Ability to exercise sound judgment and discretion in interpreting and applying policies and procedures.
- Must possess excellent transcription, time management and listening skills.
- Must be detail-oriented and able to work independently.
- Ability to sit still for long periods of times without disruption.
- Ability to maintain concentration in a time-pressured environment.
- Ability to deal with others in a courteous and professional manner.
- Ability to communicate effectively with Judges, attorneys, coworkers and the general public.
- Ability to establish and maintain effective working relationships.
- Ability to maintain the confidentiality of the court proceedings.
- Punctuality is a requirement.

Agency

State of South Carolina

Agency

Judicial Branch

Address

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Court Reporter I Supplemental Questionnaire

*QUESTION 1

_B040 - What is your highest completed level of education?

- Juris Doctorate
- Bachelor's Degree or higher
- Associate Degree
- Some College but No Degree
- High School Diploma
- GED
- None of the above

*QUESTION 2

_B040 – Do you have a degree in court reporting from an accredited school or court reporting institution?

- Yes
- No

*QUESTION 3

_B040 – What verified court reporting credentials do you currently possess?

*QUESTION 4

_B040 – How many years of prime court reporting experience do you have?

- Less than 1 year
- 1 - 2 years
- 3 - 4 years
- 5 or more years

*QUESTION 5

_B040 – Give a summary of your court reporting experience.

* Required Question