



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

POSITION TITLE: Digital Court Reporter (DCR)

DEPARTMENT: Court Reporting

MINIMUM SALARY: \$2,638.72/mo.

PAY GRADE: 017 POSITION NUMBER: 22010611

SUMMARY:

The essential function of the position within the organization is to digitally recording and annotating court proceedings and hearings; transcribing recordings; and performing research. The position works under direct supervision according to set procedures.

MINIMUM QUALIFICATIONS:

High School Diploma or GED along with one year of college or vocational school education in office skills, computer or closely related field and two years related experience; additional relevant experience may substitute for college education on a year-for-year basis. Must be certified by the American Association of Electronic Reporters and Transcribers (or within one year of hire date).

ESSENTIAL DUTIES:

Under the direction of the court, a DCR monitors and annotates digitally recorded court proceedings while the proceedings occur; annotates recorded, non-annotated court proceedings. Transcribes digitally recorded court proceedings and hearings; edits and prepares final copy of transcripts in compliance with applicable standards, regulations and statutes. Processes approved transcript/CD/DVD orders; produces copies of court proceedings, depositions and hearings for attorneys, governmental personnel/agencies and the public. Enters and processes court orders/requests retrieval/reference; verifies court order information by conducting research, and makes necessary corrections. Provides services involving digital court recording equipment, such as the playback of recordings in open courtroom upon a judge's request or making a recording of a particular case available for listening by court personnel. Keeps accurate records of requests/orders received and completed; performing research of files for case law entered into evidence and correct spelling of names and places; or preparing correspondence to attorneys.

KNOWLEDGE SKILLS AND ABILITIES:

Working knowledge and understanding of specialized vocabulary used in judicial proceedings; ability to type 50 w.p.m.; detailed oriented; excellent communication skills; accurate use of the English language, grammar, punctuation and spelling.

HOW TO APPLY:

Interested parties should forward a completed application package to: **Tammy Anton, Chief of Personnel Services, at CAD-Recruiting@pbcbgov.org**. Each completed package shall include the following:

- Cover Letter
- Resume
- Copy of Professional Certification – AAERT or FDCRA – if attained
- Results from typing test taken within the past 6 months
- State of Florida application form, available at the following link:
www.floridasupremecourt.org/employment/application_writeable.pdf

NOTICE:

Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."