

**FIFTEENTH JUDICIAL CIRCUIT
ADMINISTRATIVE OFFICE OF THE COURT**

DIGITAL COURT REPORTER

The Fifteenth Judicial Circuit invites qualified individuals to apply for the positions of Digital Court Reporter (Position Number: 010606).

This full-time position is based on a 40-hour work week, 8:00 AM to 5:00 PM (*schedule may vary to include weekend rotation coverage*). The starting salary for this position is \$31,664.64. This position will be stationed at the Main Judicial Complex located at 205 North Dixie Highway, West Palm Beach, Florida 33401.

In addition to the base salary, this position offers:

- Significant cost sharing on State of Florida medical benefits (employees currently pay \$50/month for single coverage or \$180/month for family coverage)
- Eligibility for a wide range of State benefits, including but not limited to: life insurance, dental care, disability coverage
- Retirement plan options including Florida Retirement System and Deferred Compensation Plan participation
- Vacation and Sick Leave accruals
- Court Holidays

DISTINGUISHING CHARACTERISTICS OF WORK:

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

RESPONSIBILITIES:

- Monitors and annotates digitally recorded court proceedings while proceedings occur; annotates previously recorded, non-annotated court proceedings as required
- 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
Monitors audio quality; generates duplicate audio recordings of trials and court hearings, including notes to facilitate transcription
- Performs tests of digital court recording equipment located within courtrooms to ensure systems work properly prior to start of court proceedings; advises supervisor of improperly functioning equipment; changes out CD's/DVD's containing a daily record of courtroom proceedings, securing recordings in designated area

- 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. Performs clerical tasks, such as maintaining log books for activities of responsibility, keeping 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
- Work is performed in the office and in the courtroom

QUALIFICATIONS:

- High School diploma or GED
- One year of college or vocational school education in office skills, computer operation or a closely related field
- Two years of related experience; additional relevant experience may substitute for the college education on a year-for-year basis

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of the specialized vocabulary used in judicial proceedings
- Ability to work independently with minimum supervision
- Ability to type 50 w.p.m.
- Attention to detail
- Excellent communication skills
- Accurate use of the English language, grammar, punctuation and spelling
- High degree of professionalism and accuracy

PHYSICAL DEMANDS:

- Ability to withstand prolonged periods of sitting in court, monitoring and operating recording equipment and/or computer screen
- Ability to access the courtroom and court offices
- Ability to lift and carry files of notes and other materials weighing up to 25 lbs
- Ability to hear and distinguish words of various tones and volume
- Eye, ear and hand coordination

CERTIFICATION:

- Must be certified by the American Association of Electronic Reporters and Transcribers (or within one year of hire date)

PROCEDURE FOR APPLYING:

Interested parties should forward three completed application packages to Tammy Anton, Chief of Personnel Services, Human Resources, Fifteenth Judicial Circuit, 205 North Dixie Highway, 5th Floor – Court Administration, West Palm Beach, FL 33401.

- Cover letter
- Resume
- State of Florida application form, available at the following link:
www.floridasupremecourt.org/employment/application_writeable.pdf
- Copy of Professional Certification – AAERT or FDCRA – if attained

Please note that completed application material cannot be submitted electronically.

Applications will continue to be received until the position is filled. Incomplete applications will not be accepted. Submission of an application does not guarantee the applicant an interview. Continued employment for the selected candidate will be contingent upon successful completion of a typing test and background check.

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 the 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.”