SUPERIOR COURT OF DEKALB COUNTY

Judicial Branch Vacancy

Court Reporter for Judge Tangela M. Barrie

Salary Range: $43,860 - $67,984 (plus transcription fees) **Closing Date: until filled**

Benefits: 10 paid holidays; 15 days vacation; 13 days sick leave; medical group insurance options; pension plan; deferred compensation plan.

Physical Ability: Successful completion of a job related physical examination by a County Examining Physician is required. DeKalb County does not discriminate on the basis of disability.

MINIMUM REQUIREMENTS: Completion of course work equivalent to the academic requirements of a H.S. diploma or G.E.D. equivalent, including training in court reporting or completion of sufficient course work to successfully obtain certification as a court reporter; two years of reporting and transcription experience in a judicial environment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Professional Certification as a Registered Professional Reporter (RPR) issued through the National Court Reporters Association (NCRA); Professional license as a Certified Court Reporter (CCR) issued by the Board of Court Reporting of the Judicial Council of Georgia; Working knowledge of correct grammar, spelling and punctuation, legal and medical terminology, laws, rules and regulations governing court reporting and transcription activities, personal computers and related software; real-time certification is preferred.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Takes verbatim recordings of legal proceedings; utilizes stenographic equipment; sets up, connects and verifies proper operation of equipment prior to proceedings; reiterates testimony and court records from notes upon request

Prepares certified written and electronic verbatim transcripts; proofreads, edits and produces hearing transcripts; prepares trial index; attaches photocopies of all trial exhibits; certifies accuracy and completeness of documents; prepares certified documents for filing with Clerk of Court; produces and distributes copies of documents as appropriate

Receives, inventories, records, and stores trial exhibits introduced in court; maintains exhibits during court hearings and trials; records transfer of physical evidence at the conclusion of trial proceedings

Prepares and files all transcripts in accordance with Judicial Council Policies and Guidelines; files electronically as required by local order and distributes copies in electronic format as requested

Communicates with court and county staff, attorneys and the general public regarding transcripts and responds to transcripts requests within designated time frames

Work Schedule: Employee may be required to work regularly on various shifts as deemed necessary by the employing Judge.

Resume including references should be sent to: kpharris@dekalbcountyga.gov.