

SUPERIOR COURT OF DEKALB COUNTY, GEORGIA

STONE MOUNTAIN JUDICIAL CIRCUIT

4TH JUDICIAL ADMINISTRATIVE DISTRICT

Judicial Branch Vacancy –Court Reporter

Closing Date: Open Until Filled

Purpose of Classification:

The purpose of this classification is to record and transcribe verbatim court proceedings or other hearings.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Takes verbatim recordings of formal and/or legal proceedings; utilizes stenography and voice to text equipment; sets up, connects and verifies proper operation of equipment prior to proceedings; reiterates testimony and court records from notes upon request; and ensures confidentiality of all evidence and testimony.

Prepares certified written and electronic verbatim transcripts; proofreads, edits, prints, and binds transcript; 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; and maintains confidentiality of official records.

Receives, inventories, records, and stores trial exhibits entered as evidence in court; enters case exhibit information into court database; files case exhibits with proper agency when necessary; maintains exhibits during court hearings and trials; and files/stores case exhibits in specified storage areas in compliance with applicable laws, rules, and regulations.

Prepares, collates, and binds printed transcripts of court proceedings; prepares digital media copies of transcripts as requested; backs-up and archives electronic files and exhibits for storage in compliance with applicable laws; and responds to requests for transcripts within designated time frames.

Prepares invoices for transcription services of court proceedings, court orders, and other legal hearings; bills attorneys, other individuals, and agencies according to fee schedules; and maintains copies of billing, invoices, and payments.

Maintains court reporting equipment and supplies used in daily work assignments; ensures proper working order of equipment; makes minor repairs; and sends equipment to outside vendors for major repairs as necessary.

Minimum Qualifications:

Associates Degree in Business Administration, Public Administration, or a related field required; three years of court reporting experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain certification as a Registered Professional Reporter (RPR) from the National Court Reporters Association (NCRA) or licensure as a Certified Court Reporter (CCR) from the Board of Court Reporting of the Judicial Council of Georgia; and must possess and maintain affirmation as a sworn Deputy Clerk of the Court.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to such adverse environmental conditions as crowded conditions, temperature extremes, strong odors, disease/bodily fluids, or violence.

To Apply:

Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: **SC.JOBS@DEKALBCOUNTYGA.GOV** . No phone calls please.