



EIGHTEENTH JUDICIAL CIRCUIT

EXTERNAL RECRUITMENT

JOB OPPORTUNITY BULLETIN

<u>DATE:</u>	August 14, 2017	<u>CLOSING DATE:</u>	August 25, 2017
<u>POSITION TITLE:</u>	Digital Court Reporter	<u>JOB LOCATION:</u>	Viera, Florida
<u>POSITION NUMBER:</u>	#11355	<u>FUNDING SOURCE:</u>	State of Florida
<u>STARTING SALARY:</u>	\$2,638.72 per month	<u>F.T.E. STATUS:</u>	1.00 (Full-Time)

SUMMARY OF POSITION:

The position of Digital Court Reporter performs responsible work for the Eighteenth Judicial Circuit related to capturing and maintaining a verbatim record of court proceedings. This position is responsible for monitoring and annotating court proceedings in a centralized environment using Open Court monitoring and recording software. The digital court reporter uses Open Court to observe court proceedings, make annotations for future aid in searching the record, preparing transcription, duplicating audio and uploading information to an official court reporter. Also responsible for responding to requests for digitally recorded court proceedings by researching ICMS, copying audio/video files onto a compact diskette (CD), and drafting simple correspondence. The selected applicant shall maintain a professional demeanor at all times and establish effective working relationships with judges, court personnel, Offices of the Clerks of the court, Office of the State Attorney, Public Defender's Office, and other state agencies, members of the bar, and the general public. Work is performed under the direction of the Court Reporting Services Manager.

EDUCATION & EXPERIENCE GUIDELINES:

Graduation from a standard high school or GED equivalent and two years of advanced stenographic work, in the court system, legal field or criminal justice environment or an equivalent combination of training and/or experience. Working knowledge of the court system, courtroom procedures, legal documents and legal terminology is highly desirable.

KNOWLEDGE, SKILLS, & ABILITIES:

- Strong knowledge and significant experience operating a personal computer using Windows 10, and Microsoft Office programs including Outlook, Word, Internet Explorer, and Adobe Reader is required.
- Ability to use the Internet.
- Knowledge of the various hearings and stages in civil, criminal, family, and juvenile cases.
- Ability to identify parties in the courtroom.
- Ability to use and understand the applicable digital audio court recording system for recording and transcribing proceedings.
- Knowledge of English grammar, punctuation, and spelling.
- Ability to efficiently organize and prioritize work and meet deadlines.
- Ability to exercise discretion and confidentiality.
- Ability to present a favorable impression to the public and court personnel.
- Ability to work independently and multi-task.

WORKING CONDITIONS:

This position requires the ability to sit and review a computer monitor for extended periods of time for video aspects, and the ability to wear headphones for extended periods of time in order to hear and understand multiple voice dialogues for audio aspects. Position will involve occasional long periods of typing.

The Digital Court Reporter's Office operates 365 days a year and there is a possibility of trials continuing beyond the normal works hours, as such, the Digital Court Reporters must be able to work flexible hours including early mornings, late evenings, weekends, and holidays

DESIRABLE
QUALIFICATIONS:

Experience with the Clerk's Public Records System (e-facts and ICMS) beneficial. Familiarity with recording software such as Open Court will be beneficial.

Preference will be given to those employees who demonstrate direct working knowledge of courtroom procedures.

APPLICATION
PROCEDURE AND
CLOSING DATE:

A completed State of Florida application is required for consideration and must be received by Court Administration, **no later than 5:00 p.m. on Friday, August 25, 2017**. Resumes may be attached as supplemental documentation only and will not be accepted as stand-alone documents. Applications should be submitted to:

Eighteenth Judicial Circuit
Court Administration – Human Resources
2825 Judge Fran Jamieson Way
Viera, Florida 32940
(321) 633-2171, ext. 2

SPECIAL NOTE:

The State Courts is currently experiencing a hiring freeze; however, approval has been sought to fill this necessary due process position. Employment is contingent upon the court receiving authorization to fill the position.

BACKGROUND CHECK:

The selected applicant will be subject to a criminal background and reference check.

COURT WEBSITE:

http://flcourts18.org/?page_id=740

BACKGROUND CHECK

Employment is provisional pending the results of a successful background investigation and fingerprinting.

E-VERIFY

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Eighteenth Judicial Circuit participates in the U.S. Government's Electronic Employment Verification Program (E-Verify) to assist in this required verification process for all state-funded positions. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9) upon hire within the first 3 days of employment.

AT-WILL EMPLOYMENT

Pursuant to F.S. 110.205(2)(c), employment with the State Courts System is not covered under the Career Service System and all employees of the State Systems serve at the pleasure of the appointing authority and do not attain tenure rights, i.e., employees can be terminated with or without cause by the Court.

EEO/ADA

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability which does not preclude performance of essential job functions, and reasonable accommodation(s) is provided, as necessary and judicious. If you are a person with a disability who needs an accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, the provision of certain assistance. Please notify Court Administration at 321-633-2171, ext. 2, prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.