



# EIGHTEENTH JUDICIAL CIRCUIT

## EXTERNAL RECRUITMENT

### JOB OPPORTUNITY BULLETIN

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<u>DATE:</u>	June 21, 2018	<u>CLOSING DATE:</u>	Open Until Filled
<u>POSITION TITLE:</u>	Digital Court Reporter	<u>JOB LOCATION:</u>	Viera, Florida
<u>POSITION NUMBER:</u>	TBD	<u>FUNDING SOURCE:</u>	State of Florida – OPS (Other Personal Services)
<u>STARTING SALARY:</u>	\$15.22/hr	<u>F.T.E. STATUS:</u>	30-40 Hours/Week

#### SUMMARY OF POSITION:

The OPS 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 OPS position is responsible for monitoring and annotating court proceedings in a centralized environment using Open Court monitoring and recording software. The OPS 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:

- Substantial knowledge and experience operating a computer using Windows 10, and Microsoft Office programs including Outlook, Word, Internet Explorer, and Adobe Reader, as well as 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, meet deadlines, work independently and multi-task.
- Ability to exercise discretion and confidentiality, and present a favorable impression to the Judiciary, court personnel, and general public.

#### WORKING CONDITIONS:

For extended periods of time, this OPS position requires the ability to sit and review a computer monitor for video aspects, and the ability to wear headphones 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, and on occasion, 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.

HEALTH INSURANCE:

An OPS/Variable hour employee is eligible for health insurance if:

- 1) at the point of hire, they work 30 hours or more per week on average;
- 2) at the end of their 12-month new hire measurement period, their hours worked averaged 30 hours or more per week; and
- 3) at the end of the 12-month open enrollment measurement period, their hours worked averaged 30 hours or more per week. OPS/Variable hour employees who work less than 30 hours per week on average over the defined measurement period are not eligible for coverage.

LIFE INSURANCE:

OPS/Variable hour employees who work an average of 30 hours or more each week over the defined measurement period may enroll in the \$25,000 basic life insurance and pay the entire monthly premium. They are not eligible for optional term life insurance.

OPS/Variable hour employees enrolled in basic life insurance are eligible to enroll their legal spouse and dependent children in dependent spouse life insurance and dependent child life insurance, respectively.

SUPPLEMENTAL  
INSURANCE:

OPS/Variable hour employees who are eligible for health insurance, can also enroll in dental, vision and other supplemental insurance plans.

SAVINGS & SPENDING  
ACCOUNTS:

OPS/Variable hour employees who are eligible for health insurance can also enroll in:

- \* a health savings account (*if enrolled in a high deductible health plan*) and receive the state contribution; and
- \* a dependent care FSA
- \* a healthcare FSA
- \* a limited purpose FSA

RETIREMENT:

As an OPS employee, you are required to contribute 7.5% of your compensation to the tax-deferred Social Security Alternative Plan through VALIC instead of paying FICA (Social Security) tax to the government. Your account benefits from the opportunity for tax-advantaged growth.

APPLICATION  
PROCEDURE AND  
CLOSING DATE:

In order to be considered, a current and fully completed State of Florida application must be received by Court Administration in a **timely manner** due to the "open until filled" status. This means that the vacancy does not have a closing date and that applications will be reviewed until the position is filled. 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  
Harry T. Harriette V. Moore Justice Center  
2825 Judge Fran Jamieson Way, Viera, Florida 32940  
(321) 633-2171, ext. 3

BACKGROUND CHECK:

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

COURT WEBSITE:

[http://flcourts18.org/?page\\_id=740](http://flcourts18.org/?page_id=740)

EEO

The Eighteenth Judicial Circuit is an equal opportunity employer that actively pursues and hires a diverse workforce. We do not discriminate on the basis of nor manifest by words or conduct, bias or prejudice based on race, color, religion, age (40 or older), sex (including gender identity, sexual orientation and pregnancy), national origin, language, marital status, socioeconomic status, or disability or genetic information, 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, #3, prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.

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.

DRUG-FREE

It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free work place. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing court service for the Eighteenth Judicial Circuit, and the trust placed in our organization by the public.

AT-WILL EMPLOYMENT

Pursuant to 110.205(2)(c) of the Florida Statutes, 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.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY. IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE RECRUITMENT PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED ABOVE. PERSONS USING A TDD MAY CALL CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE (TDD) 1-800-955-8771.**