



# EIGHTEENTH JUDICIAL CIRCUIT

## EXTERNAL RECRUITMENT

### JOB OPPORTUNITY BULLETIN

START DATE: May 9, 2022 CLOSING DATE: May 20, 2022  
CLASS TITLE: Manager – Court Reporting Svcs WORKING TITLE: Director of Court Reporting Svcs  
POSITION #S: #11359 OFFICE LOCATION: Viera, FL (Moore Justice Center)  
STARTING SALARY: \$5,158.84 per month FUNDING SOURCE: State (1.00 FTE)

**PLEASE NOTE: Effective July 2022, Expected Salary Increase of 5.38% - New Monthly Rate of Pay - \$5,436.38/mo**

SUMMARY OF POSITION RESPONSIBILITIES:

The essential function of this professional position is to manage and supervise court reporting services within the Eighteenth Judicial Circuit. The position is responsible for scheduling and supervising staff, training, recording proceedings, processing public records requests, and performing administrative functions. The position is responsible for supporting all aspects of the digital recording equipment, including audio mixers, video cameras, microphones, and computers. The position works independently, reporting directly to the Senior Court Operations Officer. Other duties/projects can and will be assigned by Trial Court Administrator and/or Chief Judge/Administrative Judge, when necessary.

SPECIFIC DUTIES

**Duties include but are not limited to:**

- Review daily checks performed by staff and fix digital recording equipment issues before court starts.
- Ensure all active courtrooms that Digital Court Reporting is responsible for are covered and monitor courtrooms when staff shortages occur.
- Manage and supervise Digital Court Reporting staff, including hiring, evaluating, counseling, disciplining, and recommending termination. Responsible for the approval of work schedules and leave requests.
- Serve on the Eighteenth Circuit's Emergency Preparedness Team.
- Track specific types of cases and schedule court reporters to appear when required.
- Inventory management of digital recording equipment, including acquisition, tracking, and disposal.
- Maintain digital recorders, including software updates, removing archived recordings, and repairing recorders.
- Maintain digital recordings, including managing backup recordings, converting recordings, and repairing recordings.
- Respond to state-wide surveys and assist with public records requests.
- Travel to satellite courts may be necessary on a limited basis.

EDUCATION, EXPERIENCE AND TRAINING GUIDELINES:

Bachelor's degree in law, paralegal, stenography, business management, or a closely related field. Five years of related work experience, including two years of supervisory experience, along with a working knowledge of courtroom procedures. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the Florida State Courts System, including procedures and practices.
- Knowledge of the Florida Rules of Judicial Administration, Florida Rules of Civil Procedure, Florida Rules of Criminal Procedure, and the Florida Rules of Juvenile Procedure and how the rules impact digital court reporting.
- Ability to manage, motivate, plan and coordinate work for directly/indirectly supervised personnel.
- Proficiency utilizing Microsoft Outlook, Word, Excel, and Teams is required. PowerPoint would be advantageous. Experience with the Clerk's Public Records System and ICMS is advantageous.
- Technical expertise with digital audio recording equipment such as OpenCourt, QSC audio mixers, microphones, and cameras.

- Ability to make work decisions and create action plans in accordance with research of statutes, administrative orders, rules and regulations, and circuit policies and procedures.
- Ability to interact professionally and establish/maintain effective working relationships.
- Must have excellent interpersonal, oral, and written communication skills in order to articulate and communicate in a clear and concise manner.
- Ability to implement goals, objectives, and procedures, and make sound independent judgments.
- Possess problem-solving and conflict resolution skills, as well as strong managerial, organizational, and planning skills. Must be able to establish work priorities quickly and continuously.
- Ability to select, motivate, train, supervise and evaluate personnel.

PHYSICAL DEMANDS:

Work involves a significant amount of standing, walking, sitting, bending, kneeling, crouching, talking, listening, and reaching with hands and arms; and must be able to transfer up to 10 pounds.

APPLICATION  
PROCEDURES AND  
CLOSING DATE:

In order to be considered, a current and complete State of Florida application (and supporting documentation, if any) is required and must be submitted electronically.

Please submit application (and supporting documentation) electronically: [Click Here to Apply](#)

Fillable State of Florida application: ([https://fcourts18.org/docs/cir/State of Florida Application.pdf](https://fcourts18.org/docs/cir/State_of_Florida_Application.pdf))  
Please note, applications need to be completed in full. Applications containing the verbiage “please refer to resume” will NOT be considered.

Resumes may be attached as supplemental documentation only and will not be accepted as stand-alone documents. Any submission for this position that does not meet the listed requirements will be deemed incomplete and not eligible for further consideration. Applications received after the advertised deadline date and time will not be considered for this recruitment.

If you are selected to be interviewed, you will be directly contacted by this office to coordinate a date/time for interview. If you do not hear anything within two (2) weeks from your application submittal, you were not chosen to be interviewed and therefore, will receive no further communication from this office. Please be assured that your application received our full attention.

COURT WEBSITE:

<https://fcourts18.org/employment-opportunities/>

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.

PUBLIC RECORDS

All information provided via application packets are considered public record upon submittal, with the exception of information protected or exempt per Florida Statutes or public records exemption rules.

DRUG-FREE

It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free workplace. 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.