



EIGHTEENTH JUDICIAL CIRCUIT

EXTERNAL RECRUITMENT

JOB OPPORTUNITY BULLETIN

<u>POSTING START DATE:</u>	May 6, 2024	<u>CLOSING DATE:</u>	May 17, 2024
<u>CLASS TITLE:</u>	Digital Court Reporter	<u>JOB LOCATION:</u>	Viera, Florida (Moore Justice Center)
<u>POSITION NUMBER:</u>	11355	<u>FUNDING SOURCE:</u>	State of Florida
<u>STARTING SALARY:</u>	\$3,488.62/monthly	<u>F.T.E. STATUS:</u>	1.00 (Full-Time – 40 hrs/wk)

SUMMARY OF POSITION RESPONSIBILITIES:

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 the Open Court application to observe court proceedings, make annotations for future aid in searching the recorded proceeding for specific segments upon request, duplicating audio, and uploading recordings when required to an official court reporter. Also responsible for processing online requests for digitally recorded court proceedings by researching ICMS, providing download links via WeTransfer, copying audio/video files onto a compact diskette (CD), and drafting simple correspondence. The selected applicant shall always maintain a professional demeanor 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 AND TRAINING 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. Direct work experience with court reporting and/or digital court reporting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge and experience operating a computer using Windows 11, and Microsoft Office programs including Outlook, Word, Internet Explorer, and Adobe Reader, as well as the internet.
- Knowledge of the Florida State Courts System and court proceedings.
- Ability to identify parties in the courtroom.
- Ability to use and understand the applicable digital audio court recording system for recording and transcribing proceedings.
- Thorough knowledge of the English language, including 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:

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 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 applicants who have direct working knowledge of courtroom procedures.

POSITION TITLE:

Digital Court Reporter #11354

CLOSING DATE: May 17, 2024

APPLICATION
PROCEDURES AND
CLOSING DATE:

In order to be considered for this position, a current and complete State of Florida application is required ([https://flcourts18.org/docs/cir/State of Florida Application.pdf](https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf)) and must be received by Court Administration **no later than 5:00 p.m. on Friday, May 17, January 4, 2024**. Please note, applications need to be completed in full. Applications containing the verbiage “please refer to resume” will NOT be considered.

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

Individuals selected to be interviewed will be contacted by this office **no later than close of business on May 29, 2024**. If you have not been contacted by this date, 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://flcourts18.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 CK

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.