



**TENTH JUDICIAL CIRCUIT
HARDEE, HIGHLANDS, AND POLK COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Digital Court Reporter
\$31,780.91/Annually
CLOSING DATE: Open until filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse

GENERAL DESCRIPTION: This is responsible work in digital recording, monitoring, annotating, transcribing court proceedings and performing research. Work is performed under the direction of the Court Reporting Services Manager in the Electronic Court Reporter's Office, Bartow, Polk County, in the Tenth Judicial Circuit of Florida.

RESPONSIBILITIES:

NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Monitors and annotates digitally recorded court proceedings from the central electronic court reporting office while proceedings occur; annotates previously recorded, non-annotated court proceedings as required.
- Transcribes digitally recorded court proceedings and hearings; proofreads, edits and prepares a final copy of transcripts in compliance with applicable standards, regulations and statutes.
- Processes approved transcripts or audio CDs requests; produces copies of court proceedings, hearings for attorneys, governmental personnel/agencies and the public.
- Ensure that all recording and transcribing equipment is in proper working order. If equipment is not functioning properly, advise supervisor in a timely manner; alerts staff in courtrooms if system is not working properly.
- Monitors audio quality while making annotated tags to facilitate transcription. Have the ability to multi-task and monitor more than one courtroom at a time.
- Performs clerical duties such as maintaining log notes for activities of responsibility, keeping accurate records of requests received and completed, performing research of court files for case law entered into evidence and correct spellings of names or places. Perform other related work as required.
- Should court run late, must be able to stay past normal office working hours.
- Possible travel to other counties.
- Other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

The person chosen for this position must also possess the ability to:

- Knowledge of the organization and function of the court system; proficiency in Microsoft 365 and other various applications.
- Conduct matters with integrity, discretion and confidentiality;
- Communicate clearly and concisely, both orally and in writing;
- Perform job duties timely and efficiently in a high-energy/fast paced work environment;
- Interact courteously and professionally with emotionally upset and/or demanding individuals;
- Take direction and follow instructions implicitly;
- Correctly prioritize and complete multiple tasks simultaneously;
- Compute simple statistics and mathematics such as percentages;
- Display exemplary listening and comprehension skills.
- Type 45 correct words per minute.
- Transcribe from electronic dictating equipment and proofread transcribed text.

QUALIFICATIONS:

- Graduation from an accredited high school, or possession of an acceptable equivalency diploma. One year's experience in stenographic or secretarial court work. Basic knowledge of the court system highly desirable.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

**Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777
ssullivan@jud10.flcourts.org**

IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE NOTIFY THE HIRING AUTHORITY IN ADVANCE.