

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

OFFICIAL JOB TITLE: Digital Court Reporter
31,664.64/annually

CLOSING DATE: Open until filled

WORK SCHEDULE: Monday through Friday

JOB LOCATION: Polk County Courthouse

GENERAL DESCRIPTION: This is responsible work in recording, monitoring, and transcribing proceedings from court recordings. Work is performed under the direction of the Court Reporting Services Manager in the Electronic Court Reporter's Office, 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.

- Transcribes verbatim requested transcripts from court recordings.
- Ensure that all recording and transcribing equipment is in proper working order. If equipment is not functioning properly, advise supervisor in a timely manner.
- Make tape/CD copies of assigned court proceedings, when requested, in a timely manner.
- Monitors court proceedings from the central electronic court reporting office; alerts staff in court rooms if system is not working properly.
- Performs related work as required.
- Should court run late, must be able to stay past normal office hours.
- Possible travel to other counties.

KNOWLEDGE, ABILITIES, AND SKILLS

A good working knowledge of English grammar, punctuation, spelling, and legal terminology. The ability to be self-motivated, efficiently organize your work, work under pressure, exercise discretion and confidentiality, and to present a favorable impression to the public and other court personnel. Word processing and/or computer experience, type 55 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.