



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

### CONTRACTUAL POSITION

Posting Date: April 25, 2018

Priority Cut-Off Date: Open until filled

**POSITION TITLE:** Digital Court Reporter  
**MINIMUM SALARY:** \$19/hr.

**DEPARTMENT:** Digital Court Reporting  
**CLASSIFICATION:** Contractual

**SUMMARY:** The position is responsible for digitally recording, annotating and indexing the multi-media court record of all digitally recorded court proceedings, hearings and trials for the 13<sup>th</sup> Judicial Circuit.

**MINIMUM QUALIFICATIONS:** High School diploma or GED. Relevant legal or digital court reporting experience preferred.

**PREFERRED QUALIFICATIONS:** Bachelor's degree in Criminal Justice, Public Administration, Sociology, etc.

**ESSENTIAL DUTIES:** Monitor, annotate and index the multi-media court record of all digitally recorded court proceedings, hearings and trials for the purpose of producing a verbatim non-appellate and appellate transcript by the digital transcription service provider.

Perform tests of digital court recording equipment located within the courtroom to ensure the digital court reporting system works properly prior to the start of all court proceedings; advise supervisor and helpdesk of improperly functioning equipment.

Monitor audio quality and clarity and audio recordings of court proceedings, hearings and trials whether one-to-one, remotely or centralized. Annotate the court record.

Provide playback of portions of the audio record while on and off the record.

Process approved CD audio record requests from public/private attorneys and general public of specified court proceedings in a professional manner.

**KNOWLEDGE, SKILLS AND ABILITIES:** Excellent organizational skills required. Knowledge of legal terminology used in a court of law. Ability to plan, organize and coordinate work. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships. Ability to operate and troubleshoot the digital court reporting system utilized by the 13<sup>th</sup> circuit, including the emergency back-up system and system(s) which interface with other electronic courtroom systems. Incumbent must be professional in all regards.

**TO APPLY:** Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at [www.fljud13.org](http://www.fljud13.org)) in (1) PDF file via email to [cprs@fljud13.org](mailto:cprs@fljud13.org). **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

**NOTICE:** Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. 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 accommodation to participate in the application/selection process, please call (813) 272-6330.