

JOB ANNOUNCEMENT

GLYNN COUNTY JUVENILE COURT BRUNSWICK, GEORGIA

COURT REPORTER - INDEPENDENT CONTRACTOR POSITION

REQUIREMENTS: Registered professional reporter (RPR) or certified verbatim reporter (CVR) preferred, **but will accept Emergency Judicial Permit.**

NATURE OF WORK: The purpose of this classification is to assist an assigned Judge by recording, transcribing, typing, and producing verbatim court proceedings or other hearings before the Court.

ESSENTIAL JOB DUTIES INCLUDE: Records oral communications for various formal and/or legal proceedings, such as delinquency and civil litigations, trials, motions, pleas and hearings. Transcribes, types, edits, proofreads, corrects, prints, collates and binds transcriptions for distribution in civil and delinquency proceedings, pleas, revocations, motions, and trials. Must be able to proof, spell check, and check legal sites for transcripts. Files transcripts in civil and delinquency proceedings with appropriate documentation and certification. Corresponds with attorneys, court officers, and the general public regarding requests for the preparation of transcripts and exhibits. Invoices and collects fees for services rendered in the recording and transcribing of civil court proceedings, and non-indigent delinquency court proceedings. Make copies of transcripts and evidence. Maintain exhibits during court hearings and trials. Establish and maintain effective working relationships with other County personnel, officials, and the general public.

APPLICATION PROCESS: Applications may be submitted to Donita T. Taylor, Clerk/Court Administrator, Glynn County Juvenile Court, 11 Judicial Lane, Suite 150, Brunswick, GA 31520
(dtaylor@glynncounty-ga.gov)