



**SUPERIOR COURT OF GWINNETT COUNTY  
JOB ANNOUNCEMENT FOR THE POSITION OF:**

**OFFICIAL COURT REPORTER**

Independent Contractor Position  
Pay pursuant to the Judicial Council of Georgia's Fee Schedule  
*Job sharing is an option*

**CLOSING DATE: OPEN UNTIL FILLED**

**SUMMARY:**

The Court Reporter is responsible for transcribing verbatim Court testimony and hearings.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Attends hearing or Court sessions and reports verbatim testimony (via recording devices and/or shorthand) of non/jury (pleas, motions, rules, etc.), civil/criminal proceedings as assigned.
- Prepares verbatim transcripts of hearings and trials as provided by law and as requested by Judges, DA's, and attorneys.
- Maintains year-to-date records of said proceedings.
- Processes billing notices for reporting/transcribed.
- Prepares weekly reports and maintains records of same.
- Furnishes copies of transcribed testimonies, etc. to attorneys and other interested parties.
- Performs as assigned other clerical tasks necessary for completion of Court functions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Court Reporter must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the laws and procedures governing the functions of the Court systems.
- Knowledge of relevant State laws governing Court practices and procedures.
- Skill in effective written and oral communication.
- Ability to maintain appropriate confidentiality and security of private or confidential information.
- Ability to work effectively with members of all levels within the organization and public.
- Ability to achieve results on a timely basis.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Court Reporter should possess a high school education or GED, must hold a Georgia or National certified Court Reporting license, a minimum of three (3) years' experience performing stenographical duties, taking and transcribing verbatim information of related work preferably in a legal environment; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position. Real-time Certification preferred, or willingness to learn.

**TO APPLY:**

Resumes with letters of interest may be sent to the Administrative Office of the Courts, 75 Langley Drive, Lawrenceville, GA 30046 or sent via email to [kimberly.ciccaaglione@gwinnettcountry.com](mailto:kimberly.ciccaaglione@gwinnettcountry.com).