



Cobb County...Expect the Best!

COBB COUNTY GOVERNMENT

Human Resources Department
 Employment Center, 100 Cherokee Street,
 Second Floor
 Marietta, GA 30090-7006
<http://www.cobbcounty.org/hr>

COURT REPORTER (State Court)

Job Title	COURT REPORTER
Working Title	COURT REPORTER (State Court)
Position Information	This position is assigned to the State Court of Cobb County. This position requires a license as a Certified Court Reporter issued by the Board of Court Reporting of the Judicial Council of Georgia.
Salary	\$17.55 to \$27.51 per hour
Grade Code	49
Position Number	1080001
Essential Duties	<p>Stenographically types spoken words of technical and complex court proceedings, incorporating appropriate ancillary services needed to produce and preserve a verbatim record for review and/or appeal.</p> <p>Translates, edits, researches and produces transcripts of court proceedings utilizing state of the art technology.</p> <p>Re-edits materials to accomplish desired changes, such as correcting and defining non-translations and mistranslations.</p> <p>Verifies factual elements to ensure accuracy utilizing various reference materials, e.g., dictionaries, directories, atlases, newspapers, books, law case reports, library services, legal citations systems, judges, attorneys, law clerks, other reporters.</p> <p>Records, secures, marks and attaches all physical and documentary exhibits admitted during proceedings; reproduces and/or accurately describes all evidence and attaches to both original transcripts and copies; coordinates return of evidence with Clerk's Office.</p> <p>Responds to transcript requests, cross-referencing logs, schedules and data to ensure proper reporter is contacted for precise transcript production.</p> <p>Performs other related duties as assigned.</p>
FLSA Status	Non-Exempt
Hours worked per week (include over time)	40
Department Code	220
Department Name	State Court
Unit Code	9435
Unit Name	DIVISION 1, POST 1
Position Type	Full-Time
Job Category	Court Administration
Internal or External	External-Open to Public
Minimum Qualifications	<p>Completion of vocational / technical court reporting curriculum; supplemented by two years previous experience in court reporting; or an equivalent combination of education, training, and experience.</p> <p>Requires Certified Court Reporter (CCR) license issued by the Board of Court Reporting of the Judicial Council of Georgia</p>

Physical Requirements	While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and lift and/or move up to 10 to 20 pounds. While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors
Posting Number	00506 (TR)
Posting Date	11/09/2016
Open Until Filled	Yes
EEO Statement	Cobb County is an equal opportunity employer. Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
Employment Notice	Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact us if you require accommodation to apply for a position. If you need assistance, please contact us at 770-528-2541 Cobb County Government is a smoke-free environment for all employees. Cobb County Government is a Drug-Free Workplace. All employees are subject to reasonable suspicion and post-accident testing.
Quicklink for Posting	http://cobbcounty.peopleadmin.com/postings/16017