

## **FAYETTE COUNTY STATE COURT**

### **COURT REPORTER - INDEPENDENT CONTRACTOR POSITION**

**MUST MEET MINIMUM REQUIREMENTS:** Must be a registered professional reporter (RPR) or certified verbatim reporter (CVR).

**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.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Records oral communications for various formal and/or legal proceedings, such as criminal and civil litigations, trials, motions, pleas, arraignments, and hearings. Transcribes, types, edits, proofreads, corrects, prints, collates and binds transcriptions for distribution in civil and criminal proceedings, pleas, revocations, motions, and jury trials. Must be able to proof, spell check, and check legal sites for transcripts. Files transcripts in civil and criminal 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 criminal 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; communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., must be able to sufficiently exchange or convey information and to receive work direction. Performs other related duties as required.

**TO APPLY:** Applications may be submitted to Marie Wilcox ([mwilcox@fayettecountyga.gov](mailto:mwilcox@fayettecountyga.gov)).