

JUDICIAL COURT REPORTER

Position Details

Position Information

Job Title JUDICIAL COURT REPORTER

Working Title JUDICIAL COURT REPORTER

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. Resumes should be e-mailed directly to the State Court Administrator at donna.tschappat@cobbcounty.org**

Salary \$20.01 - \$32.01 per hour

Grade Code 16

Position Number 1081014

Essential Functions

Attends court and/or other legal proceeding and takes verbatim recordings: utilizes stenography and voice to text equipment; sets up, connects and verifies proper operation of equipment prior to proceedings; reiterates testimony and court records from notes upon request; and ensures confidentiality of all evidence and testimony.

Prepares certified written and electronic verbatim transcripts: proofreads, edits, prints, and binds transcript; prepares trial index; attaches photocopies of all trial exhibits; certifies accuracy and completeness of documents; prepares certified documents for filing with Clerk of Court; produces and distributes copies of documents as appropriate; and maintains confidentiality of official records.

Receives, inventories, records, and stores trial exhibits entered as evidence in court: enters case exhibit information into court database; files case exhibits with proper agency when necessary; maintains exhibits during court hearings and trials; and files/stores case exhibits in specified storage areas in compliance with applicable laws, rules, and regulations.

Prepares, collates, and binds printed transcripts of court proceedings: prepares digital media copies of transcripts as requested; backs-up and archives electronic files and exhibits for storage in compliance with applicable laws; and responds to requests for transcripts within designated timeframes.

Prepares invoices for transcription services of court proceedings, court orders, and other legal hearings: bills attorneys, other individuals, and agencies according to fee schedules; maintains copies of billing, invoices, and payments.

Maintains court reporting equipment and supplies used in daily work assignments: ensures proper working order of equipment; makes minor repairs; and sends equipment to outside vendors for major repairs as necessary.

Performs other related duties as assigned.

FLSA Status Exempt

Hours worked per week (include over time) 40

Department Code 220

Department Name State Court

Unit Code 9490

Unit Name DIVISION 1, POST 7

Position Information

Position Type	Full-Time
Job Category	
Internal or External	External-Open to Public
Minimum Qualifications	Associate Degree in Court Reporting, or related field required; supplemented by three years of experience in court room operations and procedures; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
Preferred Qualifications	
License and Certifications	Must possess and maintain a valid Georgia Court Reporting license.
Physical Abilities	Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
Sensory Requirements	Some tasks require the ability to communicate orally.
Environmental Factors	Essential functions are regularly performed without exposure to adverse environmental conditions.
Posting Number	01931
Posting Information	
Posting Date	09/10/2018
Closing Date	
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.
Special Instructions to Applicants	This position is available to be filled 1/1/2019. Resumes should be e-mailed directly to the State Court Administrator at donna.tschappat@cobbcounty.org
Quicklink for Posting	http://cobbcounty.peopleadmin.com/postings/22861

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you a current Cobb County Government employee?
 - Yes, I am a Cobb County Government Employee
 - No, I am not employed by the Cobb County Government
2. * If yes, in what department of Cobb County Government are you currently employed? (Enter N/A if not applicable - This does not include Cobb County School District employees).
(Open Ended Question)
3. * Can you, after employment, submit proof of your legal right to work in the United States?
 - Yes
 - No

4. * Are you 18 years of age or older?
 - Yes
 - No
5. * Do you have an Associate's Degree in Court Reporting or related field; supplemented by three years of experience in court room operations and procedures; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job?
 - Yes
 - No
6. * If you receive a conditional offer of employment, you will be required to satisfactorily complete a criminal background check. Please note that a criminal conviction may not disqualify you from consideration. Are you willing to accept these terms?
 - Yes, I accept these terms.
 - No, I do not accept these terms.
7. * Do you have an active Certified Court Reporter (CCR) license issued by the Board of Court Reporting of the Judicial Council of Georgia?
 - Yes
 - No
8. * If you do not have your CCR license issued by the Judicial Council of Georgia, but are a Certified Court Reporter in another state or have taken and passed the exam to become a Certified Court Reporter, please contact the Judicial Council of Georgia to obtain your Certified Court Reporter (CCR) license issued by the Board of Court Reporting of the Judicial Council of Georgia.
 - I have the Ga CCR
 - I am a CCR in another state or have passed the CCR exam
 - I do not qualify as a CCR

Documents Needed to Apply

Required Documents

Optional Documents

1. Resume
2. Cover Letter
3. Diplomas/Degrees/Transcripts
4. Letter of Recommendation
5. Certifications