

## **Official Court Reporter Job Announcement**

**QUALIFICATIONS:** High school diploma or G.E.D. equivalent, completion of a recognized court reporting program, and certification by the State of Georgia. *Preferred qualifications include:* machine shorthand reporter, trial experience, real-time experience, real-time certification (CRR), and is a Registered Merit Reporter (RMR).

**LICENSING REQUIREMENTS:** Professional certification as a Registered Professional Reporter (RPR) issued through the National Court Reporters Association (NCRA) or Certified Verbatim Reporter (CVR) issued through the National Verbatim Reporters Association (NVRA); and professional license as a Certified Court Reporter (CCR) issued by the Board of Court Reporting of the Judicial Council of Georgia.

**JOB SUMMARY:** Official court reporter in this class performs duties related to recording and transcribing verbatim court proceedings or other hearings before the courts. Responsibilities include maintaining exhibits during court hearings and trials.

**ESSENTIAL DUTIES:** Records oral communications for various formal and/or legal proceedings, such as civil and criminal trials, motions, and hearings. Transcribes, edits, proofreads, corrects, prints, collates, and binds transcriptions for distribution. Files transcripts in civil and criminal proceedings with appropriate documentation. Corresponds with attorneys, court officers, and the general public regarding requests for the preparation of transcripts and exhibits. Trains and monitors the work of transcriptionists as required. Orders and maintains court reporting supplies. Maintains exhibits during court hearings and trials. Inventories, catalogs, files, boxes, records, and stores exhibits in civil and criminal cases. Logs, copies, binds, and verifies documentary evidence. Transports physical evidence. Invoices and collects fees for services rendered in the recording and transcribing of court proceedings.

**KNOWLEDGE:** Office practices and procedures; legal and medical terminology; correct grammar, spelling, and punctuation; theories and principles of basic mathematics; laws, rules, and regulations governing court reporting and transcription activities; court policies and procedures; court reporting and transcription equipment; principles and practices of customer service; personal computers and related software.

**SKILLS:** Operating stenotype machines or other transcription equipment; organizing and prioritizing work; preparing and presenting oral and written communications/reports; performing basic mathematical computations; transcribing and taking dictation, including takedown of 225 words per minute in accordance with the standards of the National Court Reporters Association (NCRA); maintaining exhibits and documentary evidence; providing effective customer service; operating personal computers, including spreadsheet, database, word processing, presentation, and other related software; establishing and maintaining 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., sufficient to exchange or convey information and to receive work direction.

**CONTACT AND START DATE:** Chambers of Judge Brian J. Amero, Superior Court of Henry County, Henry County Courthouse, One Courthouse Square, McDonough, Georgia 30253; email: [lbrannan@co.henry.ga.us](mailto:lbrannan@co.henry.ga.us); telephone: 770-288-7901; fax: 770-288-7913. Start Date: May 30, 2017.