

## **Read the Job Announcement Carefully.**

**Please ensure minimum requirements are met before submitting an application.**

**JOB TITLE:** COURT REPORTER  
**DEPARTMENT:** CLAYTON COUNTY SUPERIOR COURT – DIVISION 9  
**SALARY:** \$22,000.00 plus transcript fees as established by the Judicial Council of Georgia

**MUST MEET MINIMUM REQUIREMENTS:** Completion of vocational / technical court reporting curriculum; supplemented by three years previous experience in court reporting, two of which shall have been in a lead worker or supervisory capacity; or an equivalent combination of education, training, and experience. Requires Certified Court Reporter (CCR) license issued by the Board of Court Reporting of the Judicial Council of Georgia.

**NOTE:** Before an offer of employment is extended, you will be required to provide a current credit report to the interview. Applicant must have the ability to work under strict time constraints.

**TYPING SPEED:** Ability to stenotype 225 words per minute (wpm) or voice write with 95% accuracy or greater for extended periods of time.

**NATURE OF WORK:** Take down all criminal judicial proceedings, including but not limited to criminal jury and bench trials, motions, and habeas corpus hearings. Transcribes, proofs, corrects, prints, copies and files criminal trial records. Also responsible for civil take down when needed by the Court.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE BUT ARE NOT LIMITED TO:** Working knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work. Working knowledge of principles, practices and methods of official court reporting, and the equipment and materials utilized in accurate transcript production. Working knowledge of complex terminologies including, but not necessarily limited to, medical, legal, technical, scientific, and computer. Intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages and decimals. Skill in written use and application of required standards of business English, including proper grammar, spelling, diction, style and punctuation. Skill in researching, compiling, and summarizing data and information materials. Ability to communicate professionally both verbally and in writing. Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent. Ability to establish and maintain effective records maintenance and file management systems. Ability to utilize stenography equipment, personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications. Ability to establish and maintain effective working relationships and communications with co-workers, internal/external customers, department management and the public. Ability to read and interpret technical and legal documents, operation and maintenance instructions, and policy and procedure manuals. Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Tasks involve the ability to sit frequently for long periods of time, use hands to finger, handle, or feel; and lift and/or move up to 10 to 20 pounds.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Submit cover letter, resumé, and supporting documentation to Annette Larkins, Office of Judge Geronda V. Carter, 9151 Tara Boulevard, Suite 202, Jonesboro, Georgia, 30236 or fax to 770-473-5827.

*Clayton County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*