



Third Judicial Circuit of Florida

Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, and Taylor Counties

Administrative Office of the Courts

4424 NW American Lane, Ste. 101, Lake City, Florida 32055

Employment Opportunity

COURT REPORTER II

Position Number: 9929

Application Deadline: Open Until Filled

Starting Annual Salary: \$69,705.60

The essential function of the position within the organization is to stenographically record court proceedings in the courtroom or remotely and produce transcripts. The position is responsible for recording court proceedings, performing research, proofreading and editing recorded proceedings to produce transcripts. The position works under general supervision independently developing work methods and sequences. This position provides services in all counties of the Third Judicial Circuit.

Education, Experience, Licenses, Certifications and Registrations:

- Associate's degree or the equivalent of two years of college or vocational school education in computer operations, medical/legal terminology, court reporting, paralegal or a closely related field and four years of related experience.
- Must be a Registered Professional Reporter (RPR) and maintain membership in the National Court Reporting Association (NCRA).
- Must have experience with Eclipse and computer-aided translation (CAT) software. Realtime writer experience required. Court experience is a plus.

Knowledge, Skills, and Abilities: Knowledge of Florida State Court system, current courtroom policies and procedures and relevant Florida Statutes preferred. Ability to stenographically write testimony at a minimum rate of at least 225 words per minute with a 98% correct translation in realtime. Excellent knowledge of English grammar, punctuation, and spelling skills. Ability to work independently, to keep detailed and accurate records and maintain files. Attend and stenographically report, in realtime, court proceedings while simultaneously audio recording all proceedings reported. Maintain stenograph notes on file for future transcription. Produce accurate transcripts of all proceedings reported, providing rough drafts or final copy to parties as requested.

How to Apply: All applications must be submitted through the People First website listed below, and include a cover letter, resume and verification of certification. **Incomplete applications may not be considered.** The People First website is as follows: <http://peoplefirst.myflorida.com/peoplefirst>

Please note: If you need accommodation to participate in the application/selection process, please call Lisa Butler at (386)754-7107. Persons using a TDD may call the contact person through the Florida Relay Service at (800)955-8771. The successful applicant will be subject to a criminal background check. EOE.