

Resumes and Cover Letters should be mailed or hand-delivered by Friday, September 6, 2019 to:

**Court Administrator
Fourth Judicial District Court
300 St. John Street, Room 400
Monroe, LA 71201**

****Online resumes will not be accepted.**

****Salary determined by years of experience.**

****Applicant must have CCR (Certified Court Reporter) certification. Court will provide training and pay for CDR (Certified Digital Reporter) certification.**

Court Reporter - Position Overview

This position performs highly responsible work recording and transcribing verbatim reports of judicial trials, conferences, and hearings. The Court Reporter is fully responsible for the preparation of a complete and accurate report of the proceedings which may involve highly technical terminology used in a number of different fields. Work is performed in accordance with procedures established by a judge and is reviewed upon completion for accuracy and content. Performance is evaluated on the basis of feedback from individuals served, coworkers, and from direct observation.

Duties and Responsibilities

- Ask speakers to clarify inaudible statements.
- File a legible transcript of records of a court case with the court clerk's office.
- Provide transcripts of proceedings upon request of judges, lawyers, or the public.
- Record verbatim proceedings of courts, committee meetings, and other proceedings, using computerized recording equipment.
- Respond to requests during court sessions to read portions of the proceedings already recorded.
- Transcribe recorded proceedings in accordance with established formats.
- Verify accuracy of transcripts by checking copies against original records of proceedings and accuracy of rulings by checking with judges.

Knowledge, Experience, Education Required

- **English Language**-- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Clerical**-- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Computers and Electronics**-- working knowledge of computers, printers, fax machines, and copiers
- **Law and Government**-- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Customer and Personal Service**-- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Essential Skills/Abilities

- **Active Listening**-- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Writing**-- Communicating effectively in writing as appropriate for the needs of the audience.
- **Reading Comprehension**-- Understanding written sentences and paragraphs in work related documents.
- **Time Management**-- Managing one's own time and the time of others.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

EQUAL EMPLOYMENT OPPORTUNITY The Court does not discriminate against any person on the basis of race, age, gender, (including pregnancy, childbirth, or related medical conditions), color, physical or mental disability, medical condition, creed, national origin, ancestry, religion, union activity, organizational affiliation, political opinions, sexual orientation, family care status, veteran status, marital status, or any other basis protected by law. This policy applies to all areas of employment, including recruitment, selection, appointment, training, promotion, retention, performance evaluations, compensation, benefits, transfer, voluntary demotion, and discipline.