

Summary of General Duties

The court reporter is responsible for the verbatim recording of proceedings of Civil District Court judges. Under general supervision, the purpose of the position is to maintain a complete and accurate record of all the Court's proceedings. Employees in this classification perform professional, skilled level work. Position is responsible for making verbatim records and producing certified written transcripts. Performs related work as required. Candidate must have a knowledge of legal terminology and Court proceedings; skilled in typing and basic transcription; must be proficient in WordPerfect or MS Word; must be able to establish and maintain effective working relationships with others.

MINIMUM ACCEPTABLE QUALIFICATION REQUIREMENTS: High school diploma; supplemented by graduation of an accredited Court Reporting School and up to one (1) year of Stenographic and various English and medical courses; or an equivalent combination of education, training and experience. Louisiana Board of Examiners Court Reporter Certification required.

APPLICATION PROCESS: Applicants must submit a letter of interest which explains: 1) why you are interested in the position; and 2) how your education, training, and previous work experience satisfies the job requirements.

Parties should submit a resume and cover letter to: Orleans Parish Civil District Court Attn: Court Reporter Position Judicial Administrator's Office 421 Loyola Ave. Room 320 New Orleans, LA 70112 or by email at resumes@orleanscdc.com

ACCOMMODATION REQUESTS FROM CANDIDATES FOR COURT EMPLOYMENT Requests for accommodation in the application process should be submitted to the Judicial Administrator's Office as far in advance of the requested accommodations implementation date as possible, and in any event, should be made no less than five business days prior to the requested implementation date. Requests for accommodation with regard to the essential functions of the position applied for should be submitted following a conditional offer of employment.

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.