

# Job Posting

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Orleans Parish Criminal District Court will have two court reporter positions available January 3, 2020.

Position: Court Reporter (2)  
Section: K  
Start Date: 1/3/2020  
Status: Fulltime – Temporary 12 month assignment  
Salary: Dependent upon experience

## NATURE OF WORK:

Transcribe spoken or recorded speech into written form by means of a stenograph or voice silencer in combination with digital recordings, of all court proceedings. Produce and distribute official transcripts of such proceedings as directed by the court.

## EXAMPLES OF WORK:

1. Create verbatim transcripts of legal proceedings.
2. Ensure a complete, accurate, and secure legal record.
3. Filing transcripts with higher courts on appeal levels.

## REQUIREMENT

Certified Court Reporter

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to speak and hear, vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
2. Constant sitting.

If you are interested or know of someone who may be interested please contact me directly via email at [phonore@criminalcourt.org](mailto:phonore@criminalcourt.org) .