



TO FILL

JOB TITLE:

Grand Jury Court Reporter

REPORTS TO:

Division Chief

CLASSIFICATION:

Part-Time (30 hours/week)

ABOUT THE ORLEANS PARISH DISTRICT ATTORNEY'S OFFICE (OPDA):

Jason Rogers Williams took office as the Orleans Parish District Attorney on January 11, 2021, and is building a 21st century prosecutors' office with a team of the best and brightest from around the country and a mission of being as smart on crime as the office has historically been tough on crime. New Orleans has led the world in convictions and incarceration for decades, without any corresponding decrease in crime. OPDA is simultaneously increasing safety and delivering justice with a laser focus on serious offense and a belief that every New Orleanian deserves the presumption of innocence.

ABOUT THE POSITION:

OPDA is on a mission to increase safety in New Orleans by holding violent offenders accountable for their criminal acts.

One of the strategies employed by District Attorney Williams in this fight has been to utilize the Orleans Parish Grand Jury to issue indictments for the most serious crimes affecting our neighborhoods. OPDA has done so by both increasing the frequency at which prosecutors convene the Regular Grand Jury, and adding a Special Grand Jury. Together, these Grand Juries meet approximately once or twice per week (on Wednesdays and Thursdays), with breaks for holidays.

OPDA is now seeking an in-house team member to report and transcribe these recurring Grand Jury proceedings.

DUTIES AND RESPONSIBILITIES:

- Record and transcribe verbatim each Grand Jury proceeding.
- Be fully responsible for the preparation of a complete and accurate record of the proceedings, which may involve technical terminology related to criminal law and justice and may involve notation of content presented to the Grand Jury via audio and video.
- Take notes at a high rate of speed through the use of a computerized method.
- Review these notes upon completion for accuracy and content.
- Produce each transcript as quickly as possible, and no later than 30 days after the conclusion of the relevant proceeding.
- Track all hours worked in detail, on a weekly basis.
- Perform other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Knowledge in the operation of computerized reporting systems.
- Knowledge of English usage, punctuation, and spelling.
- Ability to hear well and understand speech of varying inflections, accents, and volume.
- Ability to take sustained and rapid testimony.
- Ability to record verbatim testimony under pressure.
- Ability to transcribe verbatim dictation.
- Ability to read back all or any portions of the record.
- Ability to research technical terminology and transfer information to an accurate transcript.
- Ability to produce accurate transcripts within strict time limitations
- Ability to establish and maintain effective working relationships with OPDA employees.
- Ability to maintain confidentiality of the matters that come before the Grand Jury.

SALARY AND BENEFITS:

The salary for this position ranges from \$35,000-55,000/year, commensurate with experience.

New hires may be eligible for:

- Enrollment in the City of New Orleans health insurance plan
- 4.5 hours of sick leave per month (= approx. 7 days per year)
- Enrollment in the [New Orleans Municipal Employees' Retirement System](#)
- Federal [Public Service Loan Forgiveness](#) program
- A generous paid holiday schedule

The Grand Jury Court Reporter will also be allowed to pursue freelance work on civil matters outside of OPDA work hours, subject to conflict of interest rules.

TO APPLY:

Submit a completed [Employment Application Form](#) and supporting documents, as instructed on the form, by Friday, January 13, 2022. Please also submit a copy of all relevant licenses and certifications.

EEO STATEMENT:

OPDA is an equal opportunity employer. The office values a diverse workforce and management reflective of the communities that it serves. OPDA adheres to a policy of making employment, promotion, and other personnel decisions without regard to race, culture, color, religion, sex, sexual orientation, gender identity, national origin, marital status, caregiver status, prior record of arrest or conviction, citizenship, age, or disability.

DIVERSITY, EQUITY, AND INCLUSION:

OPDA is dedicated to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that OPDA employees invest in their work represents a significant part of the office's culture, reputation, and achievement. OPDA embraces and encourages employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make its employees unique.