

**FLORIDA STATE COURTS SYSTEM
JOB OPPORTUNITY BULLETIN**

DATE: August 16, 2018

CLOSING DATE: September 30, 2018

POSITION NUMBER:

POSITION TITLE: OPS Digital Court Reporter

JOB LOCATION: Fifth Judicial Circuit
Headquartered in Hernando County, Florida

SALARY \$2,638.72 (Monthly)

This is responsible work covering court proceedings using digital audio recording systems. The Digital Court Reporter records and monitors all assigned Court proceedings, making appropriate computerized annotations of key events throughout. The Digital Court Reporter ensures that the equipment is in good working order and reports malfunctioning equipment in a timely manner. Working relationships are established with court personnel, divisions of the Offices of the Clerk of the Court, State Attorney, Public Defender, other State agencies and the general public. Applicants must be willing to work a flexible schedule.

EDUCATION AND TRAINING GUIDELINES: Graduation from a standard high school and two years of secretarial and/or clerical experience. Successfully completed studies beyond the high school level may be substituted for the required experience at a rate of 720 classroom hours or 30 semester hours per year. Notary certification in the State of Florida preferred. Certification from the American Association of Electronic Reporters and Transcribers (AAERT) or other court reporting certifying organization may be required at the discretion of the Chief Judge.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of English grammar, punctuation and spelling of spoken word. Good working knowledge of the Court system and legal terminology. Ability to use and understand the applicable digital audio court recording system for recording various Court proceedings. Ability to type a minimum of 55 correct words per minute. Ability to efficiently organize and prioritize work and meet deadlines. Ability to exercise discretion and confidentiality. Ability to present a favorable impression to the public and court personnel. Ability to use a personal computer in a Windows environment, including word processing, spreadsheet and e-mail applications such as WordPerfect, Word, Outlook, Corel, Quattro Pro and Excel is required. Ability to use the Internet.

HOW TO APPLY: Submit a current and complete State of Florida application and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcript) to:

**Office of the Court Administrator
Att: Robin Hamel, Court Operations Consultant
550 West Main Street
Tavares, FL 32778
rhamel@circuit5.org
(352) 253-1607**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL NICOLE BERG AT 352-253-1604. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771