

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

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Annual Minimum Base Salary: \$31,664.64

****The successful candidate will be hired at the minimum salary****

Position Number 009913

Class Code: 7725

General Description

The essential function of the position within the organization is to digitally record and transcribe court proceedings and hearings. The position is responsible for digitally recording and annotating court proceedings and hearings; transcribing recordings, and performing research. The position works under direct supervision according to set procedures.

Education and Training Guidelines:

- High School diploma or GED and one year of college or vocational school education in office skills, computer operation or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Two years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Licenses, Certification, and Regulations Required:

- None.

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Competencies

Data Responsibility:

Compiles, transcribes, labels, stores, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

Provides assistance to people to achieve task completion.

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Assets Responsibility:

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex transcripts; prepares reports. Requires the accurate use of the English language, grammar, punctuation and spelling.

Complexity of Work:

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as digital recording equipment, computers, peripherals, or software programs such as word processing or custom applications.

Ability to type 55 words per minute.

Safety of Others:

Requires some responsibility for safety of others and/or for occasional enforcement of the standards of public safety.

Special Comments:

- The position is not available until February 5, 2018 or later.
- Understanding of legal terminology preferred.
- An application addendum is required for final applicants.
- A thorough criminal and civil background check will be conducted on all final applicants.

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 the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.