

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>

ANTICIPATED VACANCY OFFICIAL COURT REPORTER I or II

Annual Minimum Salary:

Court Reporter I \$62,660.40 or Court Reporter II - \$69,705.60

Position Number: 009909

Must possess RPR certification to qualify for Court Reporter II

Open Until Filled

General Description

The Second Judicial Circuit of Florida is seeking qualified applicants for the full-time position of Official Court Reporter I or II in the Tallahassee office. The essential function of the position within the organization is to attend and stenographically record criminal felony trial proceedings and produce verbatim transcripts.

This position provides many benefits that include: the latest Eclipse software/support and Luminex writer provided. Only report criminal felony trials and criminal felony court proceedings. No daily or rough transcripts. Proofreader provided. Teleworking days. Work-life balance with no nights or weekends, unless reporting a criminal trial. Weekly schedule allows flexibility when needing time off for appointments or vacation. Shared workload with team of reporters. Excellent State pension plan and health insurance. Paid sick and annual leave. Reimbursement for travel. NCRA dues paid and travel to state conferences for training is also provided.

Education, Certification, and Training Guidelines:

Associate degree or the equivalent of two years of college or vocational education in court reporting.

- Court Reporter I - Two years of related work experience.
- Court Reporter II - A valid certificate as a Registered Professional Reporter (RPR) or higher and maintain membership in the National Court Reporting Association (NCRA).

The Registered Professional Reporter (RPR) is NCRA's certification which requires you to pass three five-minute Skills Tests: Literary at 180 words per minute, Jury Charge at 200 words per minute, and Testimony/Questions & Answers at 225 words per minute. All three tests must be transcribed with a 95 percent accuracy rate within 75 minutes.

Professional associations other than the NCRA and state license examinations may be acceptably equivalent to the NCRA testing, but the requirements for the examinations at the time of administration will be evaluated on a case-by-case basis.

Knowledge, Skills, Abilities - Ability to stenographically write testimony at a minimum rate of at least 225 words per minute. Excellent knowledge of English grammar, punctuation, and spelling skills. Ability to work independently, to keep detailed and accurate records, and maintain files. Attend and stenographically report court proceedings while simultaneously audio recording all proceedings reported. Ability to read back segments of proceedings from either stenographic notes or realtime translation. Archives digital stenographic notes; maintains, updates, and edits personal dictionary; and maintains accurate logs of each day's proceedings for future transcription. Produce accurate transcripts of all proceedings reported upon request. Ability to communicate effectively in writing and orally. Ability to manage multiple projects, priorities, and activities. Ability to develop and maintain effective working relationships with members of the judiciary, state court personnel, and the public. Completes and submits statistical reports to designated personnel.

Other functions of the position include: Travel to courthouses within the circuit to perform duties, as may be required. Perform administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and

filing of required Administrative Office reports, and responding to official correspondence and telephone calls. Maintain and safeguard records until they are disposed of according to statutory requirements. Perform other duties as assigned.

The successful candidate must possess excellent organizational and communication skills to permit the production of transcripts within time limitations and be willing to work as part of a team of court reporters under the direction of the managing court reporter in fulfilling the needs of all judicial officers of the Court. In addition, the candidate must possess tact, good judgement, poise, initiative, and always maintain a professional appearance and demeanor.

Special Comments:

- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicants.
- A reference check of previous and current employers will be conducted.
- Position open until filled.
- Position available after April 30, 2024.

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

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center