

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>.

DIGITAL COURT REPORTER

Current Annual Minimum Base Salary: \$41,863.44

**If approved by Governor, effective July 1, 2024 – 3% Legislative Salary Increase:
\$43,119.34**

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

Position Number: NEW

Class Code: 7725

General Description

The Second Judicial Circuit of Florida is seeking qualified applicants for the full-time position of Digital Court Reporter. 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 and has a shared workload with a team of Digital Court Reporters. Excellent State pension plan and health insurance. Paid Sick and annual leave.

ESSENTIAL JOB FUNCTIONS EXAMPLES:

(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)

- Monitors and annotates digitally recorded court proceedings while proceedings occur; annotates previously recorded, non-annotated court proceedings as required.
- Transcribes digitally recorded court proceedings and hearings; proofreads, edits, and prepares final copy of transcripts in compliance with applicable standards, regulations, and statutes.
- Processes approved transcript/CD/DVD orders; produces copies of court proceedings, and hearings for attorneys, governmental personnel/agencies, and the public.

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- Monitors audio quality; generates duplicate audio recordings of trials and court hearings,
- Performs tests of digital court recording equipment located within courtrooms to ensure systems work properly prior to start of court proceedings; advises supervisor of improperly functioning equipment; and secures recordings in designated area.
- Enters and processes court orders/requests into a transcript tracking system for easy retrieval/reference; verifies court order information by conducting research; and makes necessary corrections.
- Provides services involving digital court recording equipment, such as the playback of recordings in open courtroom upon a judge's request or making a recording of a particular case available for listening by court personnel.
- Performs clerical tasks, including, but not limited to maintaining log books for activities of responsibility; keeping accurate records of requests/orders received and completed; performing research of files for case law entered into evidence; identifying case information, speaker identities, and correcting spelling of names and places; or preparing correspondence to attorneys.
- Attends staff and other professional meetings to exchange information.
- Attends technical or professional workshops or seminars to improve professional skills.

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.

Competencies

Data Responsibility:

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

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People Responsibility:

Provides assistance to people to achieve task completion.

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:

- Ability to type 55 words per minute.
- 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.
- Position may be opened until filled.
- Position available July 1, 2024.

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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.