



## **Seventeenth Judicial Circuit Court of Florida**

### **Vacancy Announcement**

#### **Digital Court Reporter**

The 17<sup>th</sup> Judicial Circuit of Florida employs non-judicial staff members who provide a myriad of support services to assist the judiciary in the daily operations of the court such as assuring that space is available and ready, providing case management, mediation services, court reporting, technology, video operations, interpreting and legal research. A staff of over 200 state and county employees addresses the day-to-day needs of the courts, enabling the Circuit's 90 judges and 11 magistrates to operate effectively and efficiently.

#### **Position Details**

Closing Date: Open until filled

Type: Full Time

FLSA: Non-Exempt

Shift: Day

Salary: \$44,739.34

Location: Fort Lauderdale, FL

Relocation: Not Available

To apply: <https://www.17th.flcourts.org/the-employment-opportunities/>

#### **DISTINGUISHING CHARACTERISTICS OF WORK**

This is responsible work for covering court and depositions using digital audio reporting systems and producing transcripts from the above-mentioned recordings. The Digital Court Reporter records and monitors all assigned court proceedings and depositions, keeps annotations or recording log sheets as appropriate, files annotations and/or log sheets in the appropriate manner and maintains filing tapes and recordings in proper order. The Digital Court Reporter ensures that equipment is in good working order and reports malfunctioning equipment in a timely manner. Overtime will be required. Working relationships are established with court personnel, divisions of the Office of the

Clerk of the Court, State Attorney, Public Defender, other state agencies and the public. A digital Court Reporter works under the direct supervision of the Manager, Court Reporting Services or other court manager. Timeliness and attendance are essential functions of this position.

### **Education and Training Guidelines**

Graduation from a standard high school or equivalent 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 rate of 720 classroom hours or 30 semester hours per year.

### **Knowledge, Skills, and Abilities**

Knowledge of English grammar, punctuation and spelling. Ability to use and understand the applicable digital audio court recording system for recording and transcribing proceedings. Ability to type 55 correct words per minute. Ability to effectively 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. The ability to use word processing, spreadsheet and e-mail applications such as, WordPerfect, Word, Outlook, Corel Quattro Pro, and Excel is required. Ability to use the Internet.

**To apply:**

**Submit**

**(1) Cover Letter**

**(2) Resume**

**(3) State of Florida Employment Application. Find it here:**

**[https://www.17th.flcourts.org/wp-content/uploads/2022/08/State\\_of\\_Florida\\_App08-11-2022.pdf](https://www.17th.flcourts.org/wp-content/uploads/2022/08/State_of_Florida_App08-11-2022.pdf)**

### **Equal Opportunity Employer**

The Seventeenth Judicial Circuit Court is an equal opportunity employer. If you are a person with a disability who needs any accommodation in order to participate in the application /selection process, please call 954-831-7721.

## **Benefits**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Retirement Insurance
- Flexible Spending Account
- Health Savings Account
- Employee Assistance Program