

Digital Court Monitor

Program/Dept.: Court Reporting Services / Court Services
Classification: Digital Court Reporter
Location: Bunnell, St. Augustine or Palatka
Position #: 10890
Annual Salary: \$33,490
Deadline to Apply: Open Until Filled

Function:

Responsible work covering court proceedings using digital audio recording systems and producing audio/video recordings from the above-mentioned hearings. Records and monitors all assigned court proceedings and makes annotations as appropriate, which requires a willingness to focus for long periods of time. Files and maintains documents and recording media in proper order. Ensures that equipment is in good working order and reports malfunctioning equipment in a timely manner. Working relationships are established with court personnel, the Clerk of the Court, State Attorney, Public Defender, other State agencies and the public. Reports directly to the Digital Court Reporting Supervisor. Some travel to courthouses throughout the circuit is required (mileage reimbursable at the state rate as available). Headquarters are subject to change based on the needs of the Court.

Minimum Requirements:

Graduation from high school or equivalent and 2 years of secretarial and/or clerical experience. Successfully completed studies beyond the high school level may substitute for experience on a year-for-year basis.

Knowledge Skills & 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 preferred. 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. Ability to use Microsoft Word, Excel and Outlook applications required. Ability to use the Internet.

This State funded position is paid monthly and includes the State benefits package. The successful applicant will be subject to a criminal background screening and employment eligibility verification through E-Verify.

How to Apply

Please mail, email or deliver a completed and signed State of Florida Application to:

Court Administration – Human Resources

101 N. Alabama Ave., Ste. B-206
DeLand, FL 32724

apierce@circuit7.org

To obtain an application, please visit www.circuit7.org - click on "Current Opportunities" – then click on "State of Florida Application" for a writable and printable version or contact us at 386-736-5903 to have one mailed to you. If you require an accommodation to participate in the application/interview process, please contact Anne Pierce at 386-626-6561 or

apierce@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests. The 7th Judicial Circuit Court is an equal opportunity employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA