

Digital Court Monitor & Transcriber – Half Time

Program/Dept.: Court Reporting Services / Court Services
Classification: Digital Court Reporter – Half time (20 hours/week)
Location: DeLand, Daytona Beach, Bunnell or St. Augustine
Position #: 10919
Annual Salary: \$21,559
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 systems. 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. Transcribing court events correctly and in a timely fashion as needed. Working relationships are established with court personnel, the Clerk of the Court, the State Attorney, the Public Defender, other State agencies and the public. Reports directly to the Court Reporting Manager/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:

CET (Certified Electronic Transcriber) certification with the American Association of Electronic Reporters and Transcribers Inc (AAERT). 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 learn and apply the skills necessary to operate the 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

igonzaelez@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 386-626-6577 to have one mailed to you. If you require an accommodation to participate in the application/interview process, please contact us at 386-736-5903 or twoodman@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 and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA