

Digital Court Reporting Supervisor

Classification: Manager, Electronic Court Reporting
Program/Dept.: Court Reporting / Court Services
Location: Bunnell or St. Augustine
Position #: 10888
Annual Salary: \$ 75,393.60 (\$77,655.40 as of 7/1/2024)
Deadline to Apply: June 26, 2024

Function:

This position reports directly to the Manager of Court Reporting. This person oversees the digital court reporting operations in Flagler, Putnam, and St. Johns counties and supports Volusia County operations. Responsibilities include but are not limited to serving as a digital court monitor, office administration, scheduling, and supervising staff. Gathers and compiles data to support reporting and documentation requirements. Conducts and attends meetings as necessary. Troubleshoots equipment malfunctions in courtrooms and hearing rooms and supports applications on staff workstations. Travel throughout the circuit is required. Headquarters are subject to change based on the needs of the court.

Minimum Requirements:

Five years' experience, including 2 years of supervisory experience and 4 years of related education, which may be substituted with additional year-for-year experience. ***If not already certified at the time of hire, the successful candidate is required to obtain Certified Electronic Reporter (CER) status with AAERT within 1 year of hire.***

Knowledge, Skills and Abilities:

Must have the ability to coordinate court activities and events with multiple entities. Must have the ability to communicate effectively in writing and orally. Must have the ability to compose written reports and compile statistical data. Ability to make presentations and educate court personnel. Ability to exercise discretion, confidentiality, impartiality, and honesty. Ability to work effectively with others. Ability to use the Internet, Microsoft Access, Word, Excel, and Outlook applications required.

This State-funded position is paid monthly and includes the State of Florida benefits package.

The successful applicant is required to undergo a background check including fingerprinting.



How to Apply

Please submit a completed State of Florida Application via People First OR go to www.circuit7.org, click on "Employment" – then click on "State of Florida Application". To have the application form sent to you, call 386-626-6577.

**Court Administration –
Human Resources**
101 N. Alabama Ave
Suite B-206
DeLand, FL 32724

If you are disabled and 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 and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA