

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Certified Court Reporter
CLASSIFICATION/ SALARY RANGE:	Unclassified/Non-Exempt \$50,003.20/\$24.04
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media, Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net
POSTING DATE:	Applications accepted: Beginning March 31, 2022. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Certified Court Reporter	GRADE:	23
DEPARTMENT:	Court Reporter's Office	CLASSIFICATION:	Non-Exempt Unclassified
REPORTS TO:	Chief Court Reporter	PAGE:	1 of 2

POSITION SUMMARY:

Under supervision, records, transcribes, and maintains verbatim testimony of court proceedings. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

The following duties and responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

1. Utilizes stenotype machine to take verbatim testimony and record proceedings of court trials and hearings.
2. Prepares transcripts of proceedings by transcribing into typewritten form and proofreads, corrects, certifies, and timely files transcripts as ordered.
3. Types letters, verdict forms, motions, and other documents.
4. Indexes case records utilizing SCORS.
5. Backs up electronic stenographic notes onto court server.
6. Retains/disposes exhibits admitted during trials in accordance with local rules and policies and procedures.
7. Maintains NCRA certification.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Required Qualifications: Certificate from an NCRA-accredited court reporting school. RPR certificate from NCRA.

Minimum of three (3) years' experience as a court reporter preferred.

Knowledge, Skills and Abilities Considerable knowledge of legal, medical, and technical terminology. Solid knowledge of English grammar, spelling, and terminology.

Use of stenotype machine, operation of a variety of standard and complex

Date Adopted:

Date Revised: 8/21/2018

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office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications, use of SCORS (developed after employment).

This position requires concentration, alertness, and attention to detail to ensure accuracy.

Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

Position Type/Expected Hours of Work: This is a full-time position and regular hours of work and days are Monday through Friday 8:00 a.m. to 4:00 p.m.; however, this position may require some evening and weekend work.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Certified Court Reporter

Date

Administrative Judge

Date

Date Adopted:
Date Revised: 8/21/2018