PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY

POST DATES: 03/14/2016 to Until Filled

CLASSIFICATION TITLE: Court Reporter 5, 6 | **WORK WEEK: Mon. – Fri.**

JOB CLASS (GRADE): | **ANNUAL SALARY: $31,491.00 (and see "Additional Pay" below)**

DIVISION: Superior Court Judges | **WORK HOURS: 8:30 A.M. – 5:30 P.M.**

DEPARTMENT: Superior Court

DEPT. HEAD: Judge Edgar Ennis

(X) REPLACEMENT ( ) NEW REQUIREMENT

JOB SUMMARY:
The Court Reporter is responsible for transcribing verbatim Court testimony and hearings.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Attends hearings and court sessions and reports verbatim testimony (via recording devices and/or shorthand) of jury and non/jury (pleas, motions, rules, etc.), civil and criminal proceedings as assigned.
- Prepares verbatim transcripts of hearings and trials as provided by law and as requested by Judges, DA's, and attorneys.
- Maintains year-to-date records of said proceedings.
- Processes billing notices for reporting/transcription.
- Prepares timely reports and maintains records of same.
- Furnishes copies of transcribed testimonies, etc. to attorneys and other interested parties.
- Performs as assigned other clerical tasks necessary for completion of Court functions.

KNOWLEDGE, SKILLS, AND ABILITIES:
The Court Reporter must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the laws and procedures governing the functions of the Court systems.
- Knowledge of relevant State laws governing Court practices and procedures.
- Skill in effective written and oral communication.
- Ability to maintain appropriate confidentiality and security of private or confidential information.
- Ability to work effectively with members of all levels within the organization and public.
- Ability to achieve results on a timely basis.
- It is desirable, but not required, that the Court Reporter be qualified as a "real time" court reporter.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:
The Court Reporter should possess a high school education or GED, must hold a Georgia or National certified Court Reporting license, a minimum of three (3) years' experience performing stenographical duties, taking and transcribing verbatim information of related work preferably in a legal environment; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:
The Court Reporter is required to travel minimally but may be required to do so on occasion and more frequently when Judge Ennis is assigned to handle work in Peach or Crawford County.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE:
Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:
Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:
Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances.

REASONING ABILITY:
Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:
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. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

COUNTY BENEFITS:
Medical insurance, dental and vision; accrued vacation and sick days, paid holidays and retirement.

ADDITIONAL PAY:
Take-down fees and transcript fees. Monthly travel allotment paid by the state in the amount of $200.00 per month/$2400.00 per year because there is more than one county in the Macon Judicial Circuit.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. ***Please return with a resume, proof of your educational history and two (2) letters of Professional Recommendation***. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER