



## The Eighth Judicial Circuit of Florida

Serving Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties

### Administrative Office of the Courts

## JOB OPPORTUNITY

### FULL-TIME POSITION

POSITION TITLE: Court Reporter II	POSITION LOCATION: Alachua County
POSITION #: 10103	SALARY: \$52,444.80/annually

### GENERAL DESCRIPTION

The essential function of the position within the organization is to stenographically record court proceedings and produce transcripts. The position is responsible for recording court proceedings, performing research, proofreading and editing recorded proceedings to produce transcripts, and assisting with training of other departmental personnel. The position works under general supervision independently developing work methods and sequences. This position provides services in all counties of the Eighth Judicial Circuit.

### KNOWLEDGE, SKILLS, ABILITIES

Knowledge of Florida State Court system, current courtroom policies and procedures and relevant Florida Statutes preferred. Ability to stenographically write testimony at a minimum rate of at least 225 words per minute with a 98% correct translation rate in realtime. Excellent knowledge of English grammar, punctuation and spelling skills. Ability to work independently, to keep detailed and accurate records and maintain files. Attend and stenographically report, in realtime, court proceedings while simultaneously audio recording all proceedings reported. Maintain stenograph notes on file for future transcription. Produce accurate transcripts of all proceedings reported, providing rough drafts or final copy to parties, as requested.

### EDUCATION AND EXPERIENCE

Associate's degree or the equivalent of two years of college or vocational school education in computer operations, medical/legal terminology, court reporting, paralegal or a closely related field and four years of related experience. Court experience and/or current realtime writer a plus. Must be a Registered Professional Reporter (RPR) and maintain membership in the National Court Reporting Association (NCRA). Must have experience with computer-aided translation (CAT) software. Eclipse preferred.

### SALARY AND BENEFITS

Salary is \$52,444.80/annually. Hiring at base is normal. State of Florida benefits offered.

### APPLICATION PROCESS

A [State of Florida Employment Application](#) and verification of education and certification are required. This position is open until filled. Please submit these documents via email to [employment@circuit8.org](mailto:employment@circuit8.org), or via mail to Human Resources Manager, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601.

### NOTICE

The successful applicant will be subject to a criminal background check. EOE.

If you are a person with a disability selected to participate in the interview process and need an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator at 352-337-6237.