



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: Digital Court Reporter / Transcriber	POSITION LOCATION: Alachua County
POSITION #: 10114	SALARY: \$31, 664.64/annually

GENERAL DESCRIPTION

The essential function of the position within the organization is to digitally record and transcribe court proceedings and hearings. The position is responsible for digitally recording and annotating court proceedings and hearings; transcribing recordings; and performing research. This position is based in Alachua County. Frequent travel may be required to any of the six counties in the Eighth Judicial Circuit, which include Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties.

KNOWLEDGE, SKILLS, ABILITIES

Must have strong written and oral communication skills. Be resourceful, able to multi-task, and capable of prioritizing tasks assigned. Type a minimum of 55 words per minute. Proficient in Microsoft Office applications. Use judgment and discretion concerning confidential information. Able to monitor and annotate live or previously recorded court proceedings. Ability to perform clerical tasks, such as maintaining log books and weekly reports. Capable of transcribing digitally recorded court hearings, proofreading, editing and preparing final transcripts. Generate duplicate audio recordings of trials and court hearings for attorneys, government agencies and the public. On the job training available.

EDUCATION AND EXPERIENCE

High School diploma or GED and one year of college or vocational school education in office skills, computer operation or a closely related field.

SALARY AND BENEFITS

Salary is \$31,664.64/annually. This is a state-funded position with State of Florida retirement benefits.

APPLICATION PROCESS

A [State of Florida Employment Application](#) and verification of typing test is required. This position is open until filled. To schedule a typing test, please contact CareerSource, 10 NW 6th Street, Gainesville, FL (352) 955-2245, or 819 South Walnut Street, Starke, FL (904) 964-8092

Please submit documents via email to employment@circuit8.org , or via mail to Human Resources Office, 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.