



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

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| POSITION TITLE: Digital Court Reporter | POSITION LOCATION: Alachua County |
| POSITION #: 10113 | SALARY: \$31, 780.91/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 may be based in Alachua or Gilchrist County. If based in Alachua County, travel to Levy and Gilchrist Counties will be required.

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 \$31,780.91/annually. State of Florida benefits offered.

APPLICATION PROCESS

All information must be submitted through the [People First System](#). Cover letter, resume and verification of typing and grammar tests are required. Please email employment@circuit8.org to schedule testing.

Questions can be submitted to employment@circuit8.org.

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.