

OA/Administrative Hearing Commission Job Opportunity

Position:	Court Reporter I - II
Salary Range:	\$1,339.50 - \$2,355.00 semi-monthly, salary commensurate with experience
Benefits:	Position receives state benefits including health care, retirement, and vacation
Location:	Jefferson City, Cole County
Application Deadline:	April 23, 2018

Job Description

- This position will review cases and decide on proper methods of handling and processing, including reporting, transcribing, and producing the written record.
- Plans and coordinates reporting and transcribing of formal administrative hearings.
- Takes verbatim notes of testimony in administrative proceedings using a stenotype machine and a tape recorder.
- Marks for identification purposes any exhibits introduced as evidence; maintains exhibits in a secure place; incorporates exhibits into case papers.
- Utilizes a computer-aided transcription system in preparation of the verbatim record.
- Suggests changes and improvements to procedures; orders and maintains equipment and supplies; performs related office tasks.
- Maintains statistics and records concerning hearings and transcript production.
- Performs other related work as assigned.

Work hours Monday through Friday 8:00a.m. – 5:00p.m.

Desired Knowledge, Skills, and Abilities

- Considerable knowledge of courtroom procedures.
- Considerable knowledge of Missouri Supreme Court rules on preparation of transcripts.
- Working knowledge of office management and record-keeping procedures.
- Working knowledge of legal terminology, medical terminology, grammatical construction, punctuation and spelling.
- Ability to take verbatim courtroom testimony with 95 percent accuracy at speeds varying between 180 and 225 words per minute.
- Ability to work under courtroom pressure for long periods of time without rest.
- Ability to fully utilize a computer-aided transcription system.
- Ability to travel as necessary to cover hearings.

Qualifications

The following education and experience qualifications are the minimum requirements used to admit or reject applicants for placement on merit system registers. When applicable, equivalent substitutions will be allowed for deficiencies in experience or education.

<https://oa.mo.gov/personnel/classification-specifications/0089>

<https://oa.mo.gov/personnel/classification-specifications/0090>

To Apply

Successful applicants must be eligible for the Court Reporter I and/or II classification and appointable through the Missouri Merit System. Applicants may apply for this title by filling out a paper application at

<https://oa.mo.gov/personnel/job-applicants/missouri-merit-system/paper-application-merit-system-employment>

In addition to the above paper application, please submit an introductory cover letter, resume with references, and **most current college transcripts** to:

Human Resources Service Center
P.O. Box 809
301 W. High St. Suite 430
Jefferson City, MO 65102

If desirable, applicants can email the above information to opportunities@oa.mo.gov

The Office of Administration is an Equal Opportunity Employer