



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

421 East Dunklin Street, P.O. Box 510

Jefferson City, MO 65102-0510

Phone: 573-751-3588

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www.labor.mo.gov

Court Reporter I/II
Division of Workers' Compensation
Adjudication Section
Cole County

Court Reporter I Twice-A-Month Salary Range: \$1,848.00

Court Reporter II Twice-A-Month Salary Range: \$2,088.00

A non-merit Court Reporter I/ II position is now being filled in Jefferson City with the Missouri Department of Labor/Division of Workers' Compensation, Adjudication Section.

Major Job Components:

- Plans and coordinates reporting and transcribing of formal administrative hearings.
- Reviews cases and decides on proper methods of handling and processing, including reporting, transcribing and reproducing.
- Takes verbatim notes of testimony in administrative proceedings using a stenotype machine.
- Marks for identification purposes any exhibits introduced into evidence and incorporates exhibits into prepared transcripts.
- 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 office work as assigned by the Administrative Law Judges.
- Works independently within the scope of assigned duties.
- Maintains positive working relationships and conduct duties with courtesy and respect.
- Accepts and implements feedback with a positive attitude and constructively support open communication, dedication, and compassion.
- Seeks to assist team members and accepts additional assignments willingly.
- Maintains regular and reliable attendance.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Thorough knowledge of courtroom procedures.
- Thorough knowledge of Missouri Supreme Court Rules on preparation of transcripts.
- Considerable knowledge of office management and record-keeping procedures.
- Considerable knowledge of legal terminology, medical terminology, grammatical construction, punctuation, and spelling.
- 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.
- Experience in transcribing medical testimony is preferred.

Education & Experience:

The applicant must be certified as a Certified Court Reporter by the Missouri Board of Certified Court Reporter Examiners or certified by the National Court Reporters Association as a Registered Professional Reporter.

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.

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Two years' preferred experience taking verbatim notes at hearings using a stenotype machine and transcribing the hearing notes using computer-aided transcription equipment, and successful completion of an accredited two-year course in court reporting.

To Apply: Submit a completed application (https://labor.mo.gov/sites/labor/files/pubs_forms/2396-AI.pdf), cover letter, resume and transcripts to: humanresources@labor.mo.gov , fax to 573-751-3668 or mail to: Human Resources, PO Box 510, Jefferson City, MO 65102 by 8-13-18.

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