

Missouri Courts Job Announcement

COURT REPORTER

Post Id: 2775

Organization: CIRCUIT COURTS - CIRCUIT 04

Location: MARYVILLE

Pay Range: JS010 **Full-Time Equivalent (FTE):** 40 Hours/Week

Minimum Salary: \$58,321.92

Basic Functions and Responsibilities:

Location: Atchison, Gentry, Holt, Nodaway and Worth Counties.

Primary office Maryville, Missouri

Record and preserve all courtroom proceedings through acceptable verbatim recording method, such as machine shorthand or steno mask, under the direction of the presiding judge; transcribe records of proceedings and provide accurate transcripts to person or persons requesting the same within a reasonable amount of time, contingent upon payments of fees; perform courtroom duties, such as marking exhibits; and assist the judge in administrative and clerical tasks. Although these examples are descriptive of duties, they are not exclusive and are subject to change and will vary at the discretion of the judge.

Characteristic Duties:

This position is an employee of the State of Missouri and eligible for full benefits provided through the state. Expected start date is negotiable, but between October 1, 2019 and January 1, 2020.

Appointing Authority: Roger Prokes, Presiding Judge.

Court work hours will be Monday –Friday, 8 a.m. to 5 p.m., with additional work hours as required. Court work hours are considered to be those in which a court reporter performs official work for the court or hours in which the judge requires the reporter's attendance at the workplace. Freelance reporting activities are not permitted. Work performed for transcription purposes is not considered to be court work hours. However, time permitting, once other court work is complete, transcription may, at Judge's discretion, occur during court work hours.

Knowledge, Skills and Abilities:

Knowledge of personal computers and standard software applications related to court reporting work.

Knowledge of filing and electronic record keeping systems.

Knowledge of legal processes and terminology.

Knowledge of English grammar, punctuation and spelling; advanced skill in communicating effectively

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Skill in reading and preparing legal documents.

Skill in application of state and federal guidelines, rules, and statutes to perform essential functions of position.

Advanced skill in discretion and maintaining confidential information.

Advanced skill in handling stress successfully and the ability to work well with other employees, court professionals and the public.

Ability to multi-task.

Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.

Advanced ability to work independently and follow instructions.

Minimum Qualifications:

Must be Certified Court Reporter (CCR) as provided by Rule 14 of the Missouri State Supreme Court Rules.

Preferred Qualifications:

Employee must maintain certification and remain in good standing. Qualified applicants must be skilled in the operation of reporting equipment and general office equipment. Applicants must be highly accurate and detail oriented. Applicants must have an ability to work independently and with initiative under minimal supervision; an ability to work under pressure and with interruptions; an ability to adhere to strict procedures; an ability to be non-judgmental and culturally sensitive; an ability to organize a variety of demands and prioritize competing tasks; an ability to establish and maintain effective working relationships; an ability to maintain confidential information; an ability to professionally represent the Court and adhere to professional ethics; and an ability to perform clerical and administrative duties.

Application Deadline: September 20, 2019

How Do I Apply:

Qualified candidates shall submit a cover letter and resume to:

Roger Prokes, Circuit Judge
305 North Main, Suite 204
Marville, Missouri 64468

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The Office of State Courts Administrator is an Equal Opportunity employer and has a strong commitment to diversity in all its forms.

We are particularly interested in receiving applications from a broad spectrum of qualified people who would assist us in demonstrating our essential values of excellence, integrity, justice, stewardship, teamwork and partnership.