

46th Judicial Circuit

Taney County

Job Title:

Court Reporter

Salary Range:

\$58,321.92 annually

Location:

Taney County

Duties:

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 payment 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.

Qualifications:

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

Additional Information:

This position is an employee of the State of Missouri and eligible for full benefits provided through the state.

Expected start date is January 1, 2017.

Appointing Authority: Tony Williams, 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.

How to Apply:

Qualified candidates shall submit a cover letter and resume to:

Honorable Tony Williams

PO Box 129

Forsyth, Mo 65653

Or e-mail to: Beth.Wyman@courts.mo.gov

Closing Date: December 2, 2016

*The 46th Judicial Circuit is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities.*