



Hamilton County, Ohio
Municipal Court
Job Opportunity
An Equal Opportunity Employer

Posting Number: 48-3
Date Posted: May 10, 2019
Deadline to Apply: Open Until Filled

POSITION: Court Reporter

DEPARTMENT: Hamilton County Municipal Court – Court Reporter’s Office
LOCATION: Hamilton County Courthouse, 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$23.70 per hour
(This does not include income which may be derived from the preparation of transcripts.)

Listed below are the **QUALIFICATIONS** for the position:

A high school diploma and a certificate from an accredited court reporter school. Must hold a certificate of proficiency from the National Court Reporters Association (NCRA) or pass a test demonstrating the ability to record verbatim testimony at a minimum of 225 words per minute; at 200 words per minute jury charge; and at 180 words per minute literary testimony.

Listed below is a summary of the **JOB DUTIES:**

This is responsible work in recording verbatim stenographic notes of trial court proceedings, hearings, and conferences by stenotype machine and providing transcripts of these notes as required. The Reporter is responsible for the absolute accuracy of the transcript. Attends court and other proceedings and uses stenographic machine to make verbatim record of all proceedings. Visually identifies speakers in a courtroom to make parenthetical notations of speaker identification, nonverbal gestures, and utterances of spectators. Marks exhibits during court proceedings, retains custody of exhibits that are admitted into evidence, and then delivers them into the custody of the Exhibit Custodian. Communicates with Exhibit Custodian regarding exhibits containing contraband to make custody arrangements. Upon request, reads aloud previous testimony. Prepares requested transcripts of proceedings in a timely manner and with absolute accuracy. Reviews and certifies the accuracy of completed transcripts. Researches as necessary to verify specialized terms and spelling of names. Adheres to all Office policies regarding the preparation and billing of transcripts. Bills parties appropriately for transcripts according to the Local Rules of the Court. Stores the recorded stenographic notes electronically so that an official record is properly maintained by the Court. The Court is the owner and the keeper of the notes. Communicates with those seeking to order a transcript of the court record. Ensures that all equipment utilized is in good operating condition. Prepares transcripts from audio tapes as requested. Performs related work as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202