



# Hamilton County, Ohio Court of Common Pleas Job Opportunity

An Equal Opportunity Employer

Posting Number: 48-6  
Date Posted: June 14, 2024  
Deadline to Apply: Open Until Filled

## POSITION: Court Reporter

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**DEPARTMENT:** Hamilton County Court of Common Pleas – 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:** \$38.42 per hour  
(This does not include income which may be derived from the preparation of transcripts.)

**Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off**

### 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. Registered Professional Reporter (RPR) from the National Court Reporters Association (NCRA) preferred.

### 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.

#### **Essential Functions**

- 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.

#### **Marginal Functions**

- Prepares transcripts from audio tapes as requested.
- Performs related work as required.

**Knowledge, Skills and Abilities**

- Considerable knowledge of English grammar and spelling.
- Knowledge of legal and medical terminology.
- Knowledge of court rules and regulations.
- Ability to learn and use the court reporting software utilized by the Department.
- 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 on a stenotype machine.
- Ability to operate standard office equipment including computer, copier, and fax machine.
- Skill in typing at a rate of 80-100 words per minute, and ability to provide a satisfactory volume of typed material over a sustained work period.

**Working Conditions**

Moderate noise in an office and courtroom setting; Municipal Court reporters work Saturdays and holidays in arraignment courtroom on a rotating basis.

**Physical Demands**

- Ability to sit continuously at a stenotype machine or computer terminal for periods of up to two hours without breaks.
- Work involves a significant amount of sitting, talking, listening and hand/eye coordination in the operation of a stenotype machine.
- Ability to transfer up to 25 pounds.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a stenotype machine, copier, fax machine and a computer terminal, and to read and prepare notes and transcripts.
- Hearing ability sufficient to record verbatim notes of trial court proceedings, hearings and conferences, and to converse with other individuals both in person and by telephone.
- Speaking ability sufficient to communicate effectively in person and by telephone.

**Communications**

Conveys and receives information in person and by telephone, as well as by automated means.

**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](mailto:HRCourt@cms.hamilton-co.org)

**Fax:** (513) 946-5809

**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202