

Idaho Courts Position Description

Position Title:	Court Reporter (Ada County)
Location:	Boise, Idaho
Effective Date:	May 2017
Salary/Range:	\$22.87 – \$25.55, depending on years of experience and certification
FLSA Status:	Covered
EEO Category:	Administrative Support

General Position Summary:

Provides verbatim reporting and transcribing of court proceedings, hearings and conferences.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Reports verbatim proceedings of District Court—whether trials, hearings, proceedings, or conferences—by shorthand, stenotype, or other methods;
- Transcribes proceedings into accurate transcripts for purposes of appeal or by order of the court;
- Identifies participants by name to facilitate reporting and reads aloud statements of participants as requested during proceedings;
- Prepares and distributes transcripts and related documents;
- Reviews transcripts for technical accuracy;
- Reviews documents for compliance to standards set by Idaho Court rules;
- Provides court reporter coverage for other judges;
- Serves on committees as needed and attends meetings and training as required;
- Performs other duties as assigned.

Minimum Qualifications:

Education and Experience:

- Must have a high school diploma or equivalent;
- Graduation from an accredited school of reporting or associate degree in reporting and six months experience verbatim shorthand reporting and transcribing;
- Certification by the Idaho Certified Shorthand Reporters Board as a Certified Shorthand Reporter, or C.S.R.;
- Strong preference may be given to court reporters who are real-time capable or certified, are Registered Professional Reporters, and/or hold national certification.

Licensing:

- Pursuant to the Certified Shorthand Reporters Act, Idaho Code Section 54-3101, et seq., a district court reporter must be a certified shorthand reporter as defined in the act.
- If you are not certified in Idaho, you must contact the Idaho Bureau of Occupational Licensing at www.ibol.idaho.gov to apply for temporary certification. You are also required to apply to test for regular certification under Section 54-3101, Idaho Code, within thirty days of appointment.
- Court Reporters are not allowed to report court proceedings until they are certified in Idaho or have been issued a temporary license.

Knowledge, Skills, and Abilities:

- Knowledge of English grammar, punctuation and spelling;
- Knowledge of legal terminology and procedures, citation formats, and requirements of the Idaho Court rules;
- Skill in organization to permit the production of transcripts within strict time limitations;
- Skill in working well under pressure;
- Ability to operate a personal computer with standard applications in a Windows environment;
- Ability to operate equipment in an office setting;
- Ability to conduct oneself in a professional manner and promote harmonious working relationships with others including the general public;
- Ability to understand and follow verbal and written directions;
- Ability to communicate effectively verbally and in writing;
- Ability to maintain confidentiality, professional appearance, and demeanor at all times;
- Ability to be tactful and courteous when dealing with the public, some of whom may be irate or under stress;
- Ability to travel as required.

Special Requirements:

Please note that this is an at-will position serving at the pleasure of the supervising judge and that employment may not continue beyond the tenure of the incumbent judge. Court reporters serve under a strict code of confidentiality, are subject to assignment by the Administrative District Judge, and must comply with the Idaho Court rules.

Court reporters retain transcript income at the statutory rate, which is currently \$3.25/page, and may perform freelance work.

Please additionally note that the Idaho Courts reserve the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

Application Instructions:

If interested in being considered for this position, please complete the application available on our website at www.isc.idaho.gov/careers and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Idaho Supreme Court, Human Resources Office, P. O. Box 83720, Boise, ID 83720-0101. This position will be filled upon newly named judge, appointed by the Governor. **The position will remain open until filled.**

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.