

Idaho Judicial Branch Position Description

Position Title: Court Reporter
Effective Date: January 2012
Salary/Range: \$19.58 - \$22.70, depending on years of experience and certification
FLSA Status: Covered

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.)

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

Minimum Qualifications:

Education and Experience:

- Candidate 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.
- Preference may be given to court reporters who are real-time capable or certified, are Registered Professional Reporters, and/or hold national certification.

Knowledge, Skills, and Abilities:

- Knowledge of English grammar, punctuation and spelling.
- Knowledge of legal terminology and procedures, citation formats, and the 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 travel as required.
- 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 and the general public.
- Ability to understand and follow verbal and written directions.
- Ability to communicate 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.

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 Judicial Branch reserves 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 attached application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. Application packets must be received by ***Monday, November 14, 2011 by 5:00 p.m., MDT.*** The State of Idaho is an equal opportunity employer.

APPLICATION FOR EMPLOYMENT WITH THE IDAHO JUDICIARY

Thank you for your interest in a career with the Idaho Judiciary. The information you provide in this application will be used, among other things, to assess your qualifications and suitability for the position for which you have applied. If you have any questions, please contact Human Resources at hr@idcourts.net.

PERSONAL (requested for verification and contact purposes)

1. Your Name (Please print or type)					
Last	First	Middle			
2. Please list address at which you can be contacted.					
Number	Street	Apt #	City	State	Zip Code
3. Please list the local telephone number(s) at which you can be contacted.			Daytime	Evening	
Position Applying For:					

EDUCATION

	Name and location of school (city and state)	Dates Attended	Type of Degree (if applicable) or Courses
Secondary			
College			
College			
Other (Professional Certificates)			

EXPERIENCE AND EMPLOYMENT

Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purposes of this application, volunteer work should be included as employment.) For identification and verification, please indicate the nature of the activity; i.e. full-time, part-time, or voluntary. If you have had intervening periods where you were not employed, please list those

periods in the spaces provided. If you need more space for positions or gaps, please attach additional sheets with the information.

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties are:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Current Salary		Starting Salary	
Reason for leaving/desiring to leave (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

<p>13. Has any employer ever investigated you or your work performance as a result of a complaint from a co-worker, supervisor, subordinate or member of the public? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," give the complete details of each incident on a separate page:</p> <p>Date: _____ Nature of complaint: _____</p> <p>Date: _____ Nature of complaint: _____</p> <p>Were any of the complaints sustained? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>14. Have you received any discipline in the work place? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes", please provide a detailed explanation.</p>

LEGAL

<p>15. Have you ever been convicted of any crime? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>**Please include any situation where the sentence was imposed, suspended, deferred, or withheld, and regardless of whether the plea or conviction was withdrawn, dismissed, or expunged.</p> <p>If "yes", please give the following information:</p> <table border="1"> <thead> <tr> <th>Approx. Date</th> <th>Police Agency</th> <th>Circumstances</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Approx. Date	Police Agency	Circumstances						
Approx. Date	Police Agency	Circumstances							
<p>18. Have you ever been the subject of a civil restraining order, protection order, or a contact order? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes", please explain.</p>									

CERTIFICATION

<p><i>I hereby certify that all statements made in this application are true and complete, and I understand that any misstatements of material facts, deliberate inaccuracies, omissions or incomplete statements will subject me to disqualification or termination of employment if discovered after I become employed.</i></p>	
Signature	Date