

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Assistant Court Reporter
Department: Court Reporters

Reports To: Chief Official Reporter
Starting Salary: \$ 70,553.60

SUMMARY

This is an unclassified position held at the pleasure of the Court. This position provides court reporting services to the judges of the Court of Common Pleas by means of computer-aided stenotype machines for verbatim recording of all court proceedings. This position demands effective time management for timely completion of work. Work is assigned daily by the Chief Official Reporter or his/her designee with general instructions. Meetings are conducted as necessary with the supervisor to discuss problems or questions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include accuracy and efficiency in the following:

1. Recording and transcribing testimony using computer-aided transcription (CAT) on a wide variety of subjects involving legal, medical, scientific and technical fields;
2. Identifying and retaining custody of exhibits during trial;
3. Maintaining personal job log, logging and filing notes, timely filing of job cards;
4. Providing a timely electronic copy of stenotype notes, audio files, as well as an electronic copy of all completed transcripts, to the Chief Official Reporter for archival purposes;
5. Providing complete or partial transcripts to judges, attorneys, and/or litigants in a timely manner;
6. Performing a variety of other related duties as required.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, Court employees, attorneys, litigants, staff and the public;
2. Knowledge of Court functions and procedures and legal, medical, technical and other specialized terminology;
3. Proficiency in operation of the CAT stenotype machine in order to accurately and rapidly report court proceedings;
4. Ability to operate various office machines (e.g., computers, copier, scanning/imaging and fax machines);
5. Excellent spelling, reading and grammatical skills;
6. Attention to detail and accuracy; ability to detect errors in reporting or transcribing through self-review;
7. Effective time management, reliability and punctuality;
8. Ability to work professionally and collegially with other personnel;
9. Ability to perform real-time services;
10. Ability to work remotely and use remote conferencing applications, e.g. Zoom;
11. Professional appearance and demeanor.

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EXPERIENCE and JOB REQUIREMENTS

Required: Registered Professional Reporter (RPR) certification.

Preferred: Minimum of three (3) years' experience; Certificate of Merit and/or Certified Real-Time Reporter.

The selected candidate must provide his/her own equipment, computer, paperless writer and updated software.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

This position requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations. However, due to the nature of the work, stamina and endurance are required to remain focused and seated in an erect position for lengthy periods of time in a courtroom setting. Frequent contact is made with Judges and other Court personnel, attorneys, litigants, criminal defendants, defendants' families, co-workers and the general public.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require work beyond normal hours, including evenings and weekends.

APPLICATION REQUIREMENTS

Qualified applicants may be required to submit to testing. Proof of certifications and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a letter of interest and resume to:

Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center 11th Floor
Cleveland, Ohio 44113
(e-mail: infosys@cuyahogacounty.us)

This position will remain open until filled.

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer- Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.us