

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

**Job Title:** Assistant Court Reporter  
**Department:** Court Reporters

**Reports To:** Chief Official Reporter  
**Starting Salary:** \$ 55,924.96

**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.

**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 are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not an exhaustive list of all duties to be performed. 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;
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. Professional appearance and demeanor.

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This position demands effective time management for timely completion of work. Work is assigned daily by the department head or his/her designee with general instructions. Meetings are conducted as necessary with the supervisor to discuss problems or questions. Errors may occur in reporting or transcribing and are usually caught through self-review of completed work.

**EXPERIENCE and JOB REQUIREMENTS**

Registered Professional Reporter (RPR) certification and a minimum of three (3) years' experience as a court reporter required. Certificate of Merit and/or Certified Real-Time Reporter preferred. 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 are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of 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 education 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 **by 4:30 P.M. on March 2, 2018**, 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](mailto:infosys@cuyahogacounty.us))**

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, 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 following websites:  
<http://cp.cuyahogacounty.us/internet/News.aspx> or [www.cuyahogacounty.us](http://www.cuyahogacounty.us)