

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 03/05/2010

Posting No.: 021

Position Title: Court Reporter

Position No.: 7120

Department: Divisions - Division 05

Work Location: 415 East 12th Street - Kansas City MO

Work Hours: Court business hours are Monday thru Friday; 8 a.m. - 5 p.m.* additional work hours as required by the Judge

Salary: State Paid Position - Non-exempt Grade N/A - \$2,292.17 Semi-monthly

Salary Range For Internal/Rehire Applicants: \$2,292.17 - Semi-monthly

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: www.16thcircuit.org. Fax No.: 816-881-3229. E-Mail Address: Jobs.16thCircuit@courts.mo.gov Employment Specialist: **Patricia Sims**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 03/26/2010

ALL APPLICANTS MUST COMPLETE AN OFFICIAL 16TH JUDICIAL CIRCUIT COURT APPLICATION TO BE CONSIDERED - THOSE SUBMITTING RESUMES ONLY WILL NOT BE CONSIDERED.

Under the direction of the Judge, attend court sessions and record full verbatim records of all oral evidence, including but not limited to objections to the admissibility of testimony, rulings of the Court and all exceptions to such rulings; utilize accepted methods of recording, such as machine shorthand or stenomask; read back testimony from stenographic notes or transcripts; preserve records of proceedings by accepted methods (either printed or electronic) such as computer drives, CD's and/or DVD's, for future use or reference; maintain logs of cases for future reference; provide accurate transcripts to requesting person or persons within a reasonable amount of time, contingent upon payment of fees and record type; perform courtroom duties, such as marking exhibits, opening court, etc.; assist Judge as required; assist other divisions with court reporter duties when given approval by appointing Judge; provide assistance to jurors, answer phone and assist or direct callers, access database for case information, prepare orders, perform photocopying, etc. (*The above are typical duties performed in this position. Although these examples are descriptive of duties, they are not all-inclusive and are subject to change at any time, with or without notice and will vary from division to division, at the discretion of the Judge.*)

MINIMUM EDUCATION AND EXPERIENCE:

Qualified applicant must be a Certified Court Reporter (CCR) as provided by Rule 14 of the Missouri State Supreme Court Rules. If not currently qualified to do real time reporting, it will be necessary to learn that skill within a reasonable time. Employee must maintain certification and remain in good standing. Must be skilled in the operation of reporting equipment and general office equipment. Ability to work independently and with initiative under minimal supervision; must be highly accurate and detail oriented; ability to work under pressure and with interruptions; ability to adhere to strict procedures; ability to be non-judgemental and culturally sensitive; ability to organize a variety of demands and prioritize competing tasks; ability to maintain accurate records; ability to follow both verbal and written instructions; ability to establish and maintain effective working relationships; ability to maintain confidential information; ability to professionally represent the Court and adhere to professional ethics.

Persons serving as official court reporters shall be an officer of the court and shall hold office during the pleasure of the judge who appointed the reporter. On the death, resignation or retirement of that judge, the reporter shall retain the office of official court reporter until the judge's successor is sworn into office.

*Work performed for transcription purposes is not considered to be court work hours; court work hours are considered to be those in which a Court Reporter performs official work for the Court or hours in which the Judge requires the Reporter's attendance at the work place. Court Reporters must devote all of their efforts to the work of the court between the hours of 8 a.m. and 5 p.m., Monday thru Friday, except for Court holidays. Freelance reporting activities are not permitted during those hours.

