13TH JUDICIAL CIRCUIT COURT
JOB OPPORTUNITY

Division 2 Court Reporter
13th Judicial Circuit

Responsibilities: The 13th Judicial Circuit is seeking a highly skilled and trained Court Reporter to join our team. Working under the direct supervision of the Division II Judge, this state-employee position is responsible for capturing exact, word-for-word transcripts of criminal, civil, and other official legal proceedings. If you possess exceptional attention to detail, a professional demeanor, and court reporting expertise, we encourage you to apply.

The Court Reporter preserves the official record of the court by capturing verbatim dialogue during all legal proceedings using machine shorthand, steno mask, or other approved methods. Key responsibilities include maintaining accurate daily case logs and attending jury trials and courtroom hearings to ensure precise written transcription.

Operating in a fast-paced, professional legal environment, this role requires professional business attire and a high level of decorum. You will frequently interact with a diverse range of individuals, including court staff, legal professionals, law enforcement, victims, defendants, and the general public. Please note that this position involves routine exposure to graphic or sensitive evidence presented during trials.

Location: This employee has an office in the Boone County Courthouse in Columbia, Missouri, and will work in the Boone County Courthouse and the Callaway County Justice Center.

Status: Full-time State of Missouri employee, benefited

Working hours: On-site 40-hour workweek.
8:00 a.m. to 5:00 p.m., Monday to Friday, with additional work hours as required.

Salary: $3,021.46 paid on a semi-monthly ($72,515.00 annual salary)

Benefits: This position receives Missouri's generous benefit package for state employees -- 14 paid holidays each year, other time off in coordination with supervising judge, health insurance, dental insurance, vision insurance, life insurance, cafeteria plan, and Missouri State Retirement System.

Minimum Qualifications:

- Applicants must be a Certified Court Reporter (CCR) as provided by Rule 14 of the Missouri State Supreme Court Rules.

Knowledge, Skills, & Abilities:

- Qualified applicants must be skilled in the operation of reporting equipment and general office equipment.
- Must have the 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-judgmental and culturally sensitive.
- Ability to organize a variety of demands and prioritize competing tasks.
- Ability to maintain confidential information.
- Ability to professionally represent the Court and adhere to professional ethics.
- Ability to establish and maintain effective working relationships with others.

How to Apply: Applications are available electronically at:
https://www.courts.mo.gov/hosted/circuit13/forms/FullTimeJobApplicationForm.pdf

Resumes and completed applications may be submitted electronically in PDF format to BNE-Jobs@courts.mo.gov or returned to Court Administrator, Boone County Courthouse, 705 E. Walnut, Columbia, Missouri 65201.

Deadline for Application: Applications received before August 1st will receive priority consideration. Applications will be accepted until the position is filled.

An Equal Opportunity Employer & in Compliance with ADA