

Cherokee County, GA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

COURT REPORTER II

Department: Court Administration
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for recording all court proceedings as required or as requested by the Court, counsel or other parties; when requested, transcribes and certifies all court proceedings as taken down. The position requires dealing with the public in a courteous and professional manner, in person and on the telephone. From time to time this position may be requested to fill in for other court reporters in the department. Provide court reporting services to all levels of courts at the Cherokee County Justice Center. Record all proceedings in which there is a requirement or request from the court or the parties. Maintain all recordings in a safe and secure environment. Prepare verbatim transcripts upon request. Work is performed under the general supervision of the assigned Judge, and the Court Administrator.

ESSENTIAL JOB FUNCTIONS

- Attends all court proceedings as required or requested by the Court, counsel or other parties; takes down all proceedings attended in the manner in which they are certified; transcribes, and certifies all court proceedings as taken down.
- Maintains professionalism at the highest level by complying with the Board of Court Reporting of the Judicial Council of Georgia Mandatory Code of Professional Practice.
- Maintains certification in good standing with the Board of Court Reporting of the Judicial Council of Georgia.
- Maintains records, confidentiality and equipment as needed.
- Produces transcripts and notes as needed.
- Takes down court proceedings and prepares court transcripts.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:
High school education or equivalent.

Minimum of one (1) year of courtroom court reporting experience.

Any combination of education, training, and experience that provides the required knowledge and skills is acceptable.

Some college coursework or supplemental study in English grammar, preferred but not required.

Special Qualifications:

Certified Court Reporter with the State of Georgia.

Notary Public with the State of Georgia.

Realtime Professional Reporter designation or equivalent, is preferred but not required.

Knowledge, Skills, and Abilities:

- Knowledge of court reporting procedures and rules and regulations set forth by the Board of Court Reporting of the Judicial Council of Georgia.
- Skill in typing, transcribing and operating computers.
- Ability to maintain confidentiality in conducting court business.
- Knowledge of state laws, regulations, policies and procedures applicable to the State Court.
- Knowledge of legal regulations, terminology and legal documentation.
- Ability to communicate clearly and effectively, verbally and in writing.

PHYSICAL DEMANDS**Physical:**

- Primary functions require sufficient physical ability and mobility to work in an office setting and operate office equipment.
- Continuous sitting and upward and downward flexion of neck.
- Fine finger dexterity.
- Light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment.
- Pinch grasp to manipulate writing utensils.
- Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist.
- Moderate wrist torque to twist equipment knobs and dials.
- Occasional squatting, kneeling, and reaching above and at shoulder height.
- Moderate grasping to manipulate reference books and manuals.
- Lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
- Verbally communicate to exchange information.

Vision:

- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing:

- Sufficient clarity of speech and hearing abilities that would permit effective communication with or without correction.

WORK ENVIRONMENT

Work is performed in a relatively safe, secure, and stable work environment.

OTHER REQUIREMENTS

Cherokee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Cherokee County is an equal opportunity employer. Cherokee County will provide equal employment opportunity to all qualified persons without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification.