

The Circuit Court for Harford County

CIRCUIT COURT
CHAMBERS OF
ADMINISTRATIVE JUDGE

20 West Courtland Street
Bel Air Maryland 21014

Telephone: (410) 879-2000

POSITION VACANCY #20-CC2 CIRCUIT COURT FOR HARFORD COUNTY

DIGITAL COURT REPORTER
\$44,784 - \$70,763/ANNUALLY
(PERM/FT/BENEFITS)

CLOSING DATE: 2/12/2020

WORK LOCATION: 20 WEST COURTLAND STREET, BEL AIR, MD 21014

HOURS OF WORK: 8:30AM-4:30PM

NATURE OF WORK:

Employees in this classification have the responsibility for the day to day court reporting operations of their assigned court location. Under direction of the Administrative Court Reporter, performs responsible work which is characterized by responsibility for recording all court proceedings for the Circuit Court via digital recording method and transcribes proceedings upon request accurately and efficiently. On call at all times for Court coverage. Work includes, but is not limited to, interpreting and applying law and/or administrative plans or policies. Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds, such as books, files and papers.

Work effectiveness is evaluated in terms of the timeliness, quality and completeness of assigned projects.

Employees in this classification receive close to moderate supervision from an Administrative Official, Manager, Supervisor or higher level Administrative Assistant.

Pursuant to Section 2-501 of the Courts and Judicial Proceedings Article of the Annotated Code of MD, this position serves at the pleasure of the Circuit Court Judges.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Employees in this class may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive.

1. Electronically records case proceedings during Court sessions and takes notes of witnesses, exhibits, motions, and verdicts during same;
2. Notes times of convening, recessing, reconvening, witnesses' testimony, and case conclusion, and confirms correct schedules for convening;
3. Assembles and positions necessary microphones and equipment prior to Court and throughout proceedings;
4. Maintains files and records including logging, storing, and expunging according to procedures;
5. Provides playback of proceeding as requested.
6. Prepares draft transcripts including determining exact material to be transcribed for internal use only, i.e. Judges, Law Clerks, Court Clerks;
7. Maintains files and records including logging, storing and expunging according to procedures.
8. Performs a variety of office duties including ordering supplies, delivering correspondence, composing and preparing letters and other documents.
9. Makes decisions regarding the note taking in Court and recording of what is said.
10. Makes decisions on directing speakers including attorneys to microphones to assure accurate recordings.

11. Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Working knowledge of the principles and practices of court processes; Accountable independently for the efficient, timely, and accurate recording and transcribing of Court proceedings; Applies legal and medical terminology; Applies grammar, spelling, punctuation, transcribing and writing skills; Ability to perform fast and accurate typing of legal, medical, and technical terminology using computer and proofreading skills; types at no less than 55 wpm; Applies knowledge of modern office principals, practices, and procedures as well as computers; Requires accuracy and attention to detail; Applies listening and communication skills and ability to interact with the public, judges, attorneys, and government officials in a variety of situations and circumstances; Applies recording testimony and prepare acceptable verbatim transcripts; establish and maintain harmonious interpersonal relationships and to use tact, and discretion in dealing with others; to exercise initiative, resourcefulness and sound judgement; ability to work overtime without advanced notice as court proceedings may extend past normal business hours; to operate a personal computer; to sit for prolonged periods of time; to drive a County vehicle while carrying out some assignments, if applicable.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION -

Minimum possession of an AA Degree from an accredited college or university in a related field.

EXPERIENCE -

- Two years relevant experience.
- Two additional years of experience in digital court reporting or related field can be substituted for educational requirement.
- Ability to operate a computer using the Windows operating system.
- Experience in law, criminal justice.
- Knowledge of legal and medical terminology and court procedures helpful.

LICENSE -

Possession of a valid Class "C" non-commercial motor vehicle operator's license with no more than three (3) points valid in the State of Maryland.

Required Skills

1. High level of knowledge of the operation of the Circuit Court system, trial practice, legal procedures and the Maryland Rules;
2. Ability to maintain confidential and satisfactory relationships with judges, attorneys, and fellow employees;
3. Must demonstrate independent judgment, reliability, accuracy, flexibility, efficiency, integrity and professionalism;
4. Knowledge of personal computer operations and relevant software. High level of knowledge of UCS system;
5. Ability to operate all office related equipment.

NOTE:

Work requires light physical effort which may include sitting for extended periods of time and handling of light materials (case files) or boxes. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, and residential or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

Employees in this classification may be subject to background investigation and drug-screening.

The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

CANDIDATE SELECTED FOR POSITION MUST PERFORM ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION AND MUST UNDERGO AND PASS A COUNTY PRE-EMPLOYMENT MEDICAL EXAM TO INCLUDE URINE DRUG SCREENING. CANDIDATE MUST PASS A CRIMINAL BACKGROUND CHECK. AN EMPLOYEE DESIRING A TRANSFER MUST APPLY.

Application may be obtained from Human Resources, 220 South Main Street, 1st floor, Bel Air, MD 21014, Monday through Friday, 8:00 a.m. to 5:00 p.m.

APPLICATION MAY BE ACCOMPANIED BY A RESUME, BUT A RESUME WILL NOT BE ACCEPTED IN LIEU OF AN APPLICATION. APPLICATION MUST BE COMPLETED IN FULL, SIGNED IN ALL DESIGNATED AREAS, AND RETURNED TO HUMAN RESOURCES BY CLOSE OF BUSINESS 2/12/2020

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
WE DO NOT DISCRIMINATE ON THE BASIS OF DISABILITY