



Third Judicial Circuit of Florida
Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, and Taylor Counties

Administrative Office of the Courts
4424 NW American Lane, Suite 101
Lake City, FL 32055

Employment Opportunity

Digital Court Reporter

Application Deadline:

Starting Annual Salary: \$41,863.44

The successful candidate will be hired at the minimum salary.

The essential function of the position is to digitally record and transcribe court proceedings and hearings. The position is responsible for digitally recording and annotating court proceedings and hearings; transcribing recordings; and performing research. The position will be in Lake City, Florida. This position works under the supervision of the Manager, Electronic Court Reporting and the Trial Court Administrator.

Preferred Qualifications: A high school diploma or GED and one year of college or vocational school education in office skills, computer operation or a closely related field; and two years of related experience. Education may substitute for experience on a year-for-year basis.

Knowledge, Skills, and Abilities: Ability to work independently with minimal supervision. Ability to establish work priorities. Ability to handle sensitive matters with integrity and confidentiality. Ability to communicate clearly and effectively. Ability to operate office equipment, including computers. Must be able to type 55 words per minute and transcribe directly from a recording. Excellent spelling and grammar skills are required.

How to Apply: Cover Letter, resume and verification of education (copy of degree or transcript) All applications must be submitted through the People First System and include a cover letter, resume and a copy of college degree(s) or transcripts. **Incomplete applications may not be considered.** The People First website is as follows: <http://peoplefirst.myflorida.com/peoplefirst>

Please note: If you need accommodation to participate in the application/selection process, please call Lisa Butler at (386)754-7107. Persons using a TDD may call the contact person through the Florida Relay Service at (800)955-8771. The successful applicant will be subject to a criminal background check. Equal Opportunity Employer.