

**COURT REPORTER
Sixth Judicial Circuit
Pierre, South Dakota**

Requisition #: J11-39

Agency: Unified Judicial System

Salary: \$17.02 - \$19.57 per hour

Closing Date: Open until filled

Per South Dakota State statute, additional compensation is given per page for transcripts, \$3.00/original and \$.40/copy. Depending on the location transcript work can be moderate to extensive. Court reporters may be allowed to freelance and perform outside depositions work that does not involve the recording and/or transcribing of official judicial system court proceedings outside of normal office hours and for additional compensation as court calendars permit.

5% increase in salary after successful completion of CRR (Certified Real-time Reporter) certification.

Position Purpose: Position performs stenographic work in recording and transcribing verbatim court proceedings, hearings and conferences. Work involves responsibility for the verbatim recording and transcription of testimony in circuit or magistrate court proceedings, hearings and conferences. Transcripts may be certified for judicial appeal and the reporter is responsible for the absolute accuracy of the transcript.

Duties may include:

- recording and transcribing proceedings of court trials, hearings, arraignments, sentencings or conferences;
- identifying participants by name to facilitate recordings;
- reading aloud statement of participants as request during proceedings;
- marking exhibits;
- placing identifying marks on supplemental material for inclusion in finished transcript;
- preparing and distributing transcripts and related reports and documents;
- making final check for technical accuracy and pagination;
- maintaining files and records of notes indexed to facilitate ready reference;
- performing a variety of technical clerical tasks related to the conduct of trials, hearings and conferences such as dictation duties as required by the judge;
- providing clerical support for the judge;
- performing related work as required.

Knowledge, Skills and Abilities:

Knowledge of:

- legal terminology, spelling and punctuation;
- modern office practices and procedures;
- court rules and regulations.

Ability to:

- interpret and follow oral and written instructions;
- design and maintain simple clerical records and forms;
- accurately take dictation at 225 words per minute;
- type and produce a satisfactory volume of material;
- record dictation.

Comments: Graduation from high school and an NCRA accredited Shorthand Reporting School. Experience as a shorthand reporter recording and transcribing verbatim proceedings of judicial or quasi-judicial hearings, conferences and meetings is preferred. This position is located in the capitol city of South Dakota. Premium outdoor recreational opportunities abound in this area, including hunting, fishing, water recreation on the Missouri River and camping.

Preference will be given to candidates who possess a RPR (Registered Professional Reporter) certification.

Successful completion of a criminal background investigation is required for employment.

To Apply: Submit a letter of interest and resume or state employment application (available at a South Dakota Department of Labor office and on the Internet at www.state.sd.us/jobs) to:

PMB 2713-000
Director of Human Resources
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Phone: (605) 773-4867; Fax: (605) 773-8437
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