

Position Information	This position is assigned to the Cobb County Juvenile Court. This position requires licensure as a Certified Court Reporter issued by the Board of Court Reporting of the Judicial Council of Georgia.
Salary	\$20.01 to \$32.01 per hour
Grade Code	16
Position Number	1080008
Essential Duties	<p>Stenographically types spoken words of technical and complex court proceedings, incorporating appropriate ancillary services needed to produce and preserve a verbatim record for review and/or appeal.</p> <p>Translates, edits, researches and produces transcripts of court proceedings utilizing state of the art technology.</p> <p>Re-edits materials to accomplish desired changes, such as correcting and defining non-translations and mistranslations.</p> <p>Verifies factual elements to ensure accuracy utilizing various reference materials, e.g., dictionaries, directories, atlases, newspapers, books, law case reports, library services, legal citations systems, judges, attorneys, law clerks, other reporters.</p> <p>Records, secures, marks and attaches all physical and documentary exhibits admitted during proceedings; reproduces and/or accurately describes all evidence and attaches to both original transcripts and copies; coordinates return of evidence with Clerk's Office.</p> <p>Responds to transcript requests, cross-referencing logs, schedules and data to ensure proper reporter is contacted for precise transcript production.</p> <p>Performs other related duties as assigned.</p>
FLSA Status	Non-Exempt
Justification for Opening	Position funded to fill
Hours worked per week (include over time)	40

Department Code	190
Department Name	Juvenile Court
Unit Code	8910
Unit Name	ADMIN-JUVENILE COURT
Full-time or Part-time	Full-time
Position Type	Full-Time
Job Category	Court Administration
Internal or External	External-Open to Public
Minimum Qualifications	<p>Associate's Degree in Court Reporting; supplemented by two years of experience in courtroom operations and procedures; or an equivalent combination of education, training, and experience.</p> <p>Requires Certified Court Reporter (CCR) license issued by the Board of Court Reporting of the Judicial Council of Georgia</p>