



**TENTH JUDICIAL CIRCUIT  
HARDEE, HIGHLANDS, AND POLK COUNTIES  
JOB ANNOUNCEMENT**

**OFFICIAL JOB TITLE:** Digital Court Reporter  
**SALARY:** \$44,119.32/Annually  
**CLOSING DATE:** Open until filled  
**WORK SCHEDULE:** Monday through Friday  
**JOB LOCATION:** Polk County Courthouse

**GENERAL DESCRIPTION:**

The essential function of this position is to manage the digital recording and transcription of court proceedings, to include: monitoring, annotating, transcribing court proceedings and performing applicable research. Work is performed under the direction of the Court Reporting Services Manager in the Tenth Judicial Circuit's Electronic Court Reporter's Office that is located in Bartow, Polk County, Florida.

**EXAMPLES OF WORK PERFORMED:**

NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Monitors and annotates digitally recorded court proceedings from the central electronic court reporting office while proceedings occur
- Annotates previously recorded, non-annotated court proceedings as required
- Transcribes digitally recorded court proceedings and hearings; proofreads, edits and prepares a final copy of transcripts in compliance with applicable standards, regulations and statutes
- Processes approved transcripts or audio link requests; produces copies of court proceedings, hearings for attorneys, governmental personnel/agencies and the public
- Ensures that all recording and transcribing equipment is in proper working order. If equipment is not functioning properly, advises supervisor in a timely manner; alerts staff in courtrooms if system is not working properly
- Monitors audio quality while making annotated tags to facilitate transcription and has the ability to multi-task and monitor more than one courtroom at a time
- Performs clerical duties such as maintaining log notes for activities of responsibility, keeping accurate records of requests received and completed, performing research of court files for case law entered into evidence and correct spellings of names or places
- Must be able to stay past normal office working hours, should court run late, and be available for possible travel to Hardee and Highlands counties
- Perform other duties as assigned

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the organization and function of the court system; knowledge of court rules and procedures; proficiency in Microsoft 365 and other various applications. The person chosen for this position must also possess the ability to:

- Conduct matters with integrity, discretion and confidentiality
- Communicate clearly and concisely, both orally and in writing
- Display exemplary listening and comprehension skills
- Perform job duties timely and efficiently in a high-energy/fast paced work environment
- Take direction and follow instructions implicitly
- Correctly prioritize and complete multiple tasks simultaneously
- Reason logically and analytically
- Interact courteously and professionally with emotionally upset and/or demanding individuals
- Compute simple statistics and mathematics
- Work effectively with others as well as independently, without close supervision
- Type 45 words per minute without errors
- Transcribe from electronic dictating equipment and proofread transcribed text

### **EDUCATION/MINIMUM QUALIFICATIONS:**

- High school diploma; an equivalency diploma issued by a state department of education or by the United States Armed Forces Institute, or a qualifying score on the Division of Personnel Education Attainment Comparison Test may be substituted for a high school graduation
- One year's experience in stenographic or secretarial court work
- A comparable amount of training may be substituted for the year of experience

### **PREFERRED QUALIFICATIONS**

- Basic knowledge of the court system

We are an equal opportunity employer. We do not discriminate based on race, religion, color, sex, age, national origin or disability. Interested applicants must complete a State of Florida Job application form and submit it no later than the closing date indicated above to:

Stephanie Sullivan  
Human Resources Manager  
Post Office Box 9000, Drawer J102  
Bartow, FL 33831-9000  
Telephone: (863) 534-4035  
Fax: (863) 534-4699  
[ssullivan@jud10.flcourts.org](mailto:ssullivan@jud10.flcourts.org)

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.