

# Job Announcement

## Court Reporter, Jefferson Parish Juvenile Court

The Jefferson Parish Juvenile Court (Harvey, La.) seeks a Court Reporter. Under general supervision, the purpose of this position is to maintain a complete and accurate record of all the Court's proceedings. Employees in this classification perform professional, skilled level work. Position is responsible for making verbatim records and producing certified written transcripts. Performs related work as assigned.

Essential Functions include: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. The Court Reporter records the testimony of all witnesses, evidence introduced or offered, objections thereto, and the rulings of the Court thereon; Prepares proofs, edits and certifies verbatim transcripts within time allowed by law; Prepares copies of the Court's daily docket and maintains an efficient flow of records; Prepares Court fines and fees sheets as directed by the judge; Prepares bond forfeiture forms in the absence of section secretary; Prepares estimates of transcripts costs for attorneys or pro se litigants; Inputs updated contact information for parties into Court's database; Issues in-court notices of next hearing date as well as work and school absence excuses; Performs related work as required.

Required skills for this position include: Knowledge of legal terminology and State, Parish, and Juvenile Court proceedings, medical, and numerous other technical languages; Skill in typing and basic transcription; Familiarity and skill in operating various computer software including but not limited to Microsoft Outlook, Word, and Explorer; Skill in operating digital recording equipment and related software; Ability to maintain confidentiality of Court records and other confidential information; Ability to understand simple oral and written instructions; Skill in filing and organization; Ability to establish and maintain effective working relationships with supervisor and fellow employees, as well as other agencies such as the Clerk of Court, District Attorney and Jefferson Parish Sheriff.

Minimum Requirements include: High school diploma or GED; supplemented **by Certification as a Certified Court Reporter (CCR) and/or Certified Digital Reporter (CDR) recognized by the Louisiana Board of Examiners of Certified Shorthand Reporters** and up to one (1) year experience as a court-based or freelance Court Reporter.

Available benefits include: medical and dental coverage; participation in the Jefferson Parish Parochial Retirement System; paid vacation and sick leave. This position has a starting annual salary of \$34,637.00 but may be increased depending on educational level and experience as well as the accepted applicant will receive a 5% pay increase after the successful completion of a six month probationary period.

Interested parties must submit an employment application which is available on the Jefferson Parish Juvenile Court's website ([www.jpjc.org](http://www.jpjc.org)) as well as a résumé and cover letter by January 11, 2019 to the individual below:

Timothy R. Tyler  
Chief Deputy Judicial Administrator  
Jefferson Parish Juvenile Court  
P. O. Box 1900  
Harvey, Louisiana 70059

Email: [ttyler@jpjc.org](mailto:ttyler@jpjc.org)  
Phone: (504) 367-3500 ext. 887  
Fax: (504) 263-6363