

Court Reporter

Municipal & Traffic Court of New Orleans

The Judges of Municipal & Traffic Court are seeking a Certified Court Reporter. The individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

- Record oral testimony, examination, judicial opinions, judgements and sentences of the Court by manual or machine shorthand.
- Swear in parties and witnesses.
- Read portion of transcript during trial on Judge's requests.
- Ask speakers to clarify inaudible statements
- Transcribe recorded material on computer.
- Interact with various people involved in Court activities in a courteous manner.
- Assist with various operations in the assigned Division of Court.
- Perform other and related duties as assigned.
- Performs duties according to flexible, customary routine with priorities determined by the Judges and Judicial Administrator and service needs of the Court and the public

Minimum Qualifications:

- High School diploma or GED required; Bachelor's degree preferred.
- Must be Board Certified; experience in Courtroom reporting preferred; must type 60 wpm.
- Ability to effectively communicate orally and in writing with co-workers, supervisors, other departments, law firms/attorneys, social service agencies, probation department and the public, including being sensitive to professional ethics, gender, ethnic and cultural diversities and disabilities.
- Strong computer skills to include but not limited to Microsoft Office.
- Ability to provide public access to or maintain confidentiality of Court information and records according to State Law.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to handle various Court Reporting equipment and technology in an expert manner.
- Willingness to work and reside within the City of New Orleans.

Notes:

Applicants selected for hire must meet City of New Orleans hire requirements, successfully complete a background check, and physical and drug screening prior to start of employment.

Salary:

\$45,170 annually

Paid vacation and sick leave
Health Insurance Program
Life Insurance Program
Retirement Plan

To apply, please submit resume to: scschnell@nola.gov