

**40<sup>TH</sup> Judicial District Court  
2393 Highway 18  
Edgard, Louisiana 70049  
Court Reporter**

Notice of Position Vacancy

Position Title: Official Court Reporter For Division A

Position Location: Edgard, Louisiana

Opening Date: Monday, February 6, 2023

Starting Date: July 1, 2023

Salary: Based upon experience

**JOB DESCRIPTION:**

Saint John The Baptist, 40<sup>th</sup> Judicial District Court, Court Reporters are certified and licensed in voice or machine writing (machine writing preferred). They cover all aspects of court reporting: civil, criminal, domestic, juvenile and family court proceedings. This work includes transferring information of a confidential and/or sensitive nature, requiring a high degree of discretion. Each reporter responds to a variety of requests for information from a variety of clients including, but not limited to: judges, law clerks, clerks of court, district attorney's office, public defender's office, private attorneys and members of the general public associated with the case. Each reporter must possess and demonstrate excellent interpersonal skills and interact in a professional manner with all staff levels as well as the general public.

**DUTIES:**

- ✂ Record oral testimony, examination, judicial opinions, judgments and sentences of the Court by manual or machine shorthand.
- ✂ Division Court Reporter will work a schedule of 3:1, three weeks **on** and one week **off** as identified by the court division's respective court calendar. On that one week **off**, the court reporter is to utilize the week for typing of transcripts that are sometimes of a time sensitive nature.
- ✂ Preparation of transcripts formatted in accordance with La R.S. 13:961.2 et al, as amended.
- ✂ Read portion of transcript during trial on Judge's requests.
- ✂ Each Court Reporter is responsible for a) specifying any materials needed for the performance of their job, b) approval from their respective judge and c) having items ordered by the division's secretary to be paid by the parish administration.
- ✂ Court Reporters are to stay up to date on all continuing education requirements needed to keep their license active and in good standing.

- ✂ Assist with administrative duties, including handling correspondence, all necessary stenographic and clerical duties in Judge's office when needed.
- ✂ Official recorder of all judicial proceedings.
- ✂ Court Reporter must be able to fill in for other court reporters whenever possible, before the division can hire an outside reporter to fulfill the shift.
- ✂ Assist with various court operations in the assigned Section of Court.
- ✂ Court Reporters are required to automatically transcribe specific hearings including: all preliminary examinations where probable cause is found, all Boykins with exception of DWI and all civil and criminal jury trials including Voir Dire.

**JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

- ✂ Must be board certified in the State of Louisiana or receive reciprocity prior to starting work; experience in courtroom reporting preferred.
- ✂ 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, racial and cultural diversities and disabilities.
- ✂ Strong computer skills to include but not limited to knowledge of Office suite software and those necessary for use by reporter.
- ✂ 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.
- ✂ Must have thorough knowledge of judicial proceedings handled by Court.
- ✂ Must obtain yearly bond in favor of the Fortieth Judicial District Court.
- ✂ Maintenance of the required license by conforming with the yearly training requirements.

**Education:**

- ✂ Certification and/or License from the Louisiana Board of Certified Shorthand Reporters.

Note: Assistance with receiving reciprocity with other states will be afforded where necessary. No moving expense to be paid.

Interested parties must submit a resume to [diva@stjohnclerk.org](mailto:diva@stjohnclerk.org) or mail to the address below:

Goldie Rainey  
 Judicial Assistant to Honorable Judge Vercell Fiffie  
 P.O. Box 277  
 Edgard, Louisiana 70049