

Court Reporter (Contingent Position) – Circuit Court for Howard County

An Equal Opportunity Employer

SALARY:

\$16.00 - \$22.00 Hourly

OPENING DATE: 12/27/2011

CLOSING DATE: 01/20/2012

POSITION SUMMARY/CLASS DESCRIPTION:

Salary: \$16 to \$22 per hour, depending upon education and experience level, with overtime possible. No benefits.

Essential Functions: Recording court proceedings using digital audio recording system, including the taking of detailed notes; preparation of transcripts; estimating transcript costs; maintaining a good working relationship with the public, Judges, Masters, Court staff, Clerk's Office staff, attorneys and litigants.

Skills and Abilities: Fast and accurate typing, computer and proofreading skills; grammar, spelling and punctuation skills; accuracy and attention to detail are required. Applicant must be extremely flexible regarding working overtime without advance notice, as jury deliberations may extend late into the evening.

Experience: Paralegal, legal secretarial, Court or Clerk's Office experience, or law enforcement background.

Education: A.A. degree with two years relevant experience. Two additional years of experience can be substituted for the educational requirement.

Please submit a resume, salary history and references (e-mail preferred) stating the position title to:

Susan R. Gnatt, Supervisory Court Reporter
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
susan.gnatt@mdcourts.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.