

Cherokee County, GA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

COURT REPORTER

Department: Superior Court

FLSA Status: Exempt

JOB SUMMARY

This position is responsible for recording all court proceedings as required or as requested by the Court, counsel or other parties; when requested, transcribes and certifies all court proceedings as taken down. The position requires dealing with the public in a courteous and professional manner, in person and on the telephone. From time to time this position may be requested to fill in for other court reporters in the department. Work is performed under the general supervision of the assigned Judge and the Court Administrator.

ESSENTIAL JOB FUNCTIONS

Insert text here about the essential job functions.

QUALIFICATIONS

Education and Experience:

- High school education or equivalent.
- Minimum of one year of courtroom court reporting experience.
- Any combination of education, training, and experience that provides the required knowledge and skills is acceptable.
- Some college coursework or supplemental study in English grammar.

Special Qualifications:

- Certified Court Reporter with the State of Georgia.
- Notary Public with the State of Georgia.
- Realtime Professional Reporter designation or equivalent

Knowledge, Skills, and Abilities:

Knowledge of court reporting procedures and rules and regulations set forth by the Board of Court Reporting of the Judicial Council of Georgia.

Knowledge of state laws, regulations, policies and procedures applicable to the State Court.

Knowledge of legal regulations, terminology and legal documentation.

Ability to communicate clearly and effectively, verbally and in writing.

Skills in typing, transcribing and operating computers.

Ability to maintain confidentiality in conducting court business

PHYSICAL DEMANDS

Physical:

This position is primarily sedentary. Requires use of hands, fingers, arms, hearing and sight. Must be able to stand or sit for long periods of time, bend, stoop and/or kneel.

Vision:

- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing:

- Sufficient clarity of speech and hearing abilities that would permit effective communication with or without correction.

WORK ENVIRONMENT

Work is performed in a dynamic environment that requires being sensitive to change and responsive to changing goals, priorities, and needs.

OTHER REQUIREMENTS

Cherokee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Updated: 10/2024

Supervisor (or HR) Signature

Date

Date

E.O.E. Cherokee County is an equal opportunity employer. Cherokee County will provide equal employment opportunity to all qualified persons without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification.