

CARROLL COUNTY CIRCUIT COURT

The Circuit Court for Carroll County is seeking to hire a Court Reporter.

POSITION TITLE & GRADE: Court Reporter – Regular Full Time
Grade/Salary Range: J04 / (\$40,186-\$49,632)
Carroll County Government Benefits

OVERVIEW:

The Court Reporter records all court proceedings for the Circuit Court and prepares audio for transcription service, Judges, Magistrates, attorneys, and/or litigants. Reliable and consistent attendance is a requirement and essential function of this position. Confidentiality must be maintained at all times.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Monitoring 1-3 courtrooms simultaneously, onsite or remotely;
- Assuring quality recordings;
- Tagging court proceedings;
- Typing essential notes during proceedings;
- Processing orders for transcripts/CD requests; and
- Additional duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Strong organizational skills;
- Attentiveness to detail;
- Ability to multi-task;
- Capability to work independently in a fast-paced environment;
- Excellent typing, spelling and grammar skills;
- Proficient in Microsoft Word and Outlook; and
- Ability to work Monday – Friday during operating hours and overtime as needed

ADDITIONAL DESIRED SKILLS:

Knowledge of legal terminology and basic understanding of court proceedings.
Proficiency in MDEC/Odyssey, the court's electronic case management system preferred.

HOW TO APPLY:

Please submit a resume and cover letter to Susan S. Leary, Esq., Court Administrator, Courthouse Annex, 55 North Court Street, Westminster, MD or susan.leary@mdcourts.gov .