



Court Reporter – Circuit Court

Please look at what you can expect to earn as a **Court Reporter** during your first year as a full time Employee with Washington County Government:

- **Six (6) Paid Personal Days**
- **Ten (10) Paid Vacation Days**
- **Fourteen (14) Paid Holidays**
- **Fifteen (15) Paid Sick Days**
- **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.**
- **County Paid Employee Assistance Plan**
- **County Paid Life Insurance**
- **County Paid Accidental Death and Dismemberment Insurance**
- **County Paid Short Term Disability Insurance**
- **County Paid Long Term Disability Insurance**
- **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- **An Annual Salary of \$47,237**

If our **Court Reporter**, comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Court Reporter	GRADE: 10
DEPARTMENT:	Circuit Court	FLSA STATUS: Non-Exempt
REPORTS TO:	Administrative Judge and Court Administrator	

GENERAL DEFINITION OF WORK:

Serves as official Court Reporter in preparing a verbatim record of all court proceedings, preparing official transcripts, audio recording copies, and court orders, as well as preparing legal documents and correspondence. Provides general office support in assisting the Court with legal research and procedures. Direction is provided by the Judges in assigned courts.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Works independently under the general supervision of the Administrative Judge and Court Administrator who gives assignments in broad terms of the objectives desired. Direction is provided by the judge in the assigned courtroom or chambers.
2. Attends court sessions and accurately digitally records all proceedings as the verbatim record and tags recordings in the digital recording program.
3. Provides estimates of cost of transcripts or audio recording copies for interested parties. Prepares, proofreads, and distributes accurate transcripts and audio recording copies of proceedings in a timely manner.
4. Maintains, preserves, and stores court logs, audio recording copies, and transcripts.
5. Covers court for other court reporters as needed.
6. Assists Judicial Assistants in their absence by answering the telephone, making copies, taking messages, scheduling appointments, preparing court orders and all other chambers duties as needed.
7. Assists courtroom personnel by preparation of the courtroom in absence of the bailiff and assists with courtroom technology and paperwork as needed or as directed by the judge.
8. Assists judicial assistant and bailiff in ordering, picking up, and distributing lunches and dinners for jurors during deliberations.
9. Attends and records Grand Jury proceedings as required.
10. Orders supplies for and maintains court reporting equipment.
11. Utilizes knowledge of legal terms and resources
12. Ability to work past normal working hours when court is still in session or during a jury trial.
13. Must adhere to the Administrative Orders pertaining to Court Reporting and Transcripts issued by the Chief Judge of the Court of Appeals and follow the Court Reporter Manual for all court reporter functions.
14. Performs all other related and assigned tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of legal terminology, methods, and procedures.
- General knowledge of courtroom procedures.
- Knowledge of the State Judiciary case management system, MDEC.
- Knowledge of the principles, methods and practices utilized in and to perform legal research.
- Fast and accurate typing and proofreading skills, with consistent attention to detail.
- Thorough knowledge of the English language, spelling, grammar, and punctuation.
- Ability to multi-task and work in a fast-paced environment.
- Ability to take initiative, to stay organized, and work in a self-motivated, independent manner.
- Ability to establish and maintain positive working relationships with judges, other court reporters, judicial assistants, court administrator, other court staff, attorneys, partner agencies, and the public.
- Must possess a positive workplace attitude and the ability to professionally deal with confidential information.
- Working knowledge of Microsoft Office with an emphasis on Word and Excel. Familiarity with Microsoft Teams, Zoom for Government, and Oracle.
- Ability to operate modern office equipment and all courtroom technology.
- Required to complete Judiciary mandatory training including but not limited to, sexual harassment, diversity, customer service, and security trainings as required quarterly and/or annually. Completion of additional elective courses offered through the Judiciary to enhance job knowledge and performance.

EDUCATION AND EXPERIENCE:

- High school diploma. Associate degree in business administration, court reporting, paralegal studies, or related field, preferred.
- Experience with CourtSmart or For the Record preferred.
- Equivalent combination of education and experience may be substituted.
- Certification by a national or state certifying body for Court Reporting and Transcription or ability to obtain certification within one year; or two years of relevant court reporting experience in lieu of certification. Certification if preferred.

PHYSICAL REQUIREMENTS:

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer and laptop, scanner, calculator, copier, and fax machine. This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, sitting or standing for extended periods of time; the worker is not subject to adverse environmental condition.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license with ability to maintain.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
- or
2. Complete and email an Application to HR@washco-md.net
- or
3. Complete and mail Application to:
Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740.

Internal Candidates are required to use an Internal Application (including resume) when applying.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Thursday, October 26th @ 4:00p.m.