

**SUPERIOR COURT OF NEWTON AND WALTON COUNTIES**

**JOB ANNOUNCEMENT FOR THE POSITION OF**

**OFFICIAL COURT REPORTER**

**SALARY: See Appendix A**

**CLOSING DATE: Open Until Filled**

The Superior Courts of Newton and Walton Counties have two exciting opportunities for experienced Court Reporters.

Superior Court is Georgia's busiest trial court of general jurisdiction. The Court seeks to provide a forum in which legal disputes between citizens can be resolved in a fair and efficient process with attention to equal access, impartiality, efficiency and safety. After joining the Court, you will become part of a team dedicated to providing the citizens of Newton and Walton Counties with the service they deserve.

**JOB SUMMARY:**

Records and transcribes court proceedings or other hearings before the courts. Maintains evidence and prepares official record of reported proceedings as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Records and produces an accurate verbatim record of all proceedings.
- Records oral communications for various formal and/or legal proceedings, such as criminal and civil litigation conferences, trials, motions, pleas, arraignments, and hearings.
- Tests court recording equipment regularly, ensures systems work properly prior to start of court proceedings and may assist with automated back-up of recordings.
- Transcribes, proofs, and prepares transcriptions for distribution.
- Files transcripts in civil and criminal proceedings with appropriate documentation.
- Corresponds with attorneys, court officers, and the public regarding requests for the preparation of transcript and exhibits.
- Orders and maintains court reporting supplies.
- Maintains exhibits during court hearings and trials as required by court rules and procedures.
- Invoices and collects fees for services rendered in the takedown and transcribing of court proceedings as authorized by applicable rules and regulations.
- Hires and supervises independent scopists and proofreaders for transcript production as needed. Provides realtime feed to judges and/or counsel if requested.

**QUALIFICATIONS:**

Requires accurately reporting of court proceedings at speeds. Working knowledge of legal and medical terminology, correct grammar, spelling, punctuation and theories and principles of basic mathematics. Knowledge and compliance with laws, rules and regulations governing court reporting profession and transcription activities, court policies and procedures. Ability to use court recording, court reporting and transcription equipment. Knowledge of general office practices, procedures, equipment, and technology. Compliance with professional standards of the National Court Reporters Association (NCRA),

National Verbatim Reporters Association (NVRA), or American Association of Electronic Reporters and Transcribers (AAERT), as applicable, and the Code of Professional Ethics of the Board of Court Reporting of the Judicial Council of Georgia. Maintaining exhibits and documentary evidence. Communicating effectively with judges, coworkers and the public.

**EDUCATION AND EXPERIENCE:**

High School Diploma or GED required, and completion of required apprentice and/or internship training in court reporting and sufficient course work to obtain certification as a professional court reporter from a recognized licensing or accrediting agency; or an equivalent combination of education and experience.

**PREFERRED QUALIFICATIONS:**

At least 1 year of experience as a Certified Court Reporter having worked in a court setting. Additional preference for real-time transcript ability.

**LICENSING REQUIREMENTS:**

All potential Georgia court reporters must meet the certification requirements of the National Court Reporters Association (NCRA), National Verbatim Reporters Association (NVRA), or American Association of Electronic Reporters and Transcribers (AAERT). Professional license as a Certified Court Reporter (CCR) issued by the Board of Court Reporting of the Judicial Council of Georgia; affirmation as a sworn Deputy Clerk of the Court. As a condition of continued employment, certification must be maintained through the duration of employment. May require a valid Georgia driver's license.

**PHYSICAL REQUIREMENTS:**

Work is typically performed in an office-like environment. May work in high conflict situations and with difficult, sometimes dangerous parties. Work is sedentary involving sitting most of the time. Walking and standing are required only occasionally. Must be able to carry and move court reporting equipment.

**SALARY AND BENEFITS:**

Health Insurance and 457(b) Retirement plan is offered through Walton County. Successful applicants will receive a monthly \$280 travel stipend from the State of Georgia, a W-2 from Walton County and 1099 from Newton County.

Criminal takedown and transcripts paid by the county in which the case was originated at the current state-approved rates. Civil takedown and transcripts are paid by the parties directly to the court reporter at the current state-approved rates.

State Fee Schedule <https://ocp.georgiacourts.gov/wp-content/uploads/2020/06/Fee-Schedule-for-Civil-and-Criminal-Fees.pdf>

**HOW TO APPLY:**

To apply, send a cover letter and resume to the attention of Stephanie Sims at [Stephanie.Sims@georgiacourts.gov](mailto:Stephanie.Sims@georgiacourts.gov).

## APPENDIX A

### Judicial Council of Georgia Fees for Services by Official Court Reporters Effective January 1, 2015

#### CRIMINAL CASES

Takedown		Preliminary Unedited Copy <sup>1</sup>		Certified Transcript	
Court Attendance <sup>1</sup>	Court Attendance with Realtime Feed <sup>1</sup>	Daily Copy <sup>2</sup>	Expedited Copy <sup>2</sup>	Page Rate	Exhibit Page Rate <sup>4</sup>
≤ 8 hrs. = \$200.00 > 8 hrs. = \$235.00	≤ 8 hrs. = \$260.00 > 8 hrs. = \$290.00	\$7.60/page	\$5.70/page	≤ 120 days = \$6.00 > 120 days = \$5.00 <sup>3</sup>	\$0.50

[See **Judicial Council Policies and Fees for Court Reporting Services in Criminal Cases, 2.1 Takedown and Transcript Filing in Criminal Proceedings**, for mandatory and discretionary takedown and transcript filing.]

<sup>1</sup> As authorized by the court.

<sup>2</sup> Daily copy is furnished within 24 hours from the close of court. Expedited copy is produced within 48 hours from the close of court. The transcript page rate is in addition to these fees.

<sup>3</sup> See Policy 2.3 (C), Time Period for Filing Transcript, for discretion of judge in determining page rate for extensions.

<sup>4</sup> If evidence not tendered digitally to court.

### Judicial Council of Georgia Fees for Services by Official Court Reporters Effective July 1, 2008

#### Civil and Juvenile Cases

Court Attendance <sup>1</sup>	Court Attendance with Realtime Feed <sup>2</sup>		Takedown	Preliminary Unedited Copy <sup>4</sup>		Certified Transcript		
	Daily Rate	Copy Page Rate		Daily copy	Expedited Copy	Page <sup>5</sup> Rate	Copy Page <sup>6</sup> Rate	Exhibit Page Rate <sup>7</sup>
0>8 hrs. = \$190.08 8-9 hrs. = \$212.85 > 9 hrs. = \$228.09	\$140/First day \$90/additional days	\$1.51	\$43.31/hr <sup>3</sup>	\$7.58	\$5.70	\$3.78 (O+2)	\$1.51	\$.35

<sup>1</sup> As authorized by the court.

<sup>2</sup> An additional fee paid when requested for: (1) daily realtime feed or (b) daily realtime feed with rough draft translation (copy rate).

<sup>3</sup> Not authorized in juvenile cases.

<sup>4</sup> Daily copy is furnished within 24 hours from the close of court. Expedited copy is produced within 48 hours from the close of court. The transcript page rate is in addition to these fees.

<sup>5</sup> Rate paid for an original and two copies.

<sup>6</sup> Rate paid for additional copies, excluding exhibits.

<sup>7</sup> Rate paid for an original or copy.