

DISTRICT COURT OFFICIAL COURT REPORTER POSITION

The Sublette County Ninth Judicial District Court Judge seeks to appoint the most qualified individual possessing the requisite skills and qualifications as the **Official Court Reporter**. This at-will position is to be full-time and on site in Pinedale, Wyoming.

SUMMARY: This position involves work as a court reporter for a court of general jurisdiction.

DUTIES: General expected duties for this position include making, preserving, transcribing, and delivery of the verbatim record of proceedings for criminal, civil, juvenile, and probate cases. The Official Court Reporter will be expected to satisfactorily perform and complete such work as a judge may assign and direct. Strict confidentiality is required. This position involves travel to courts located outside Pinedale, including overnight stays. **This position description and outline of duties in no way states or implies that these are the only duties to be performed. The Official Court Reporter is expected to perform such duties as may be necessary, assigned, and/or directed.**

MINIMUM QUALIFICATIONS: The applicant must possess a minimum Registered Professional Reporter certification and be proficient in computer-aided transcription and real-time. The applicant must provide his/her own writers, computers, software, and printer. The State of Wyoming provides other supplies.

TERMS: The Official Court Reporter is an employee of the State of Wyoming. Employment is "at will." An annual gross base salary is currently \$60,000.00. The Official Court Reporter earns additional income from transcripts at a general page and copy rate established in law. Benefits may include: certain paid holidays; group medical, prescription, vision, and dental coverage; life insurance; a retirement plan; and other State of Wyoming benefits.

APPLICATIONS: Applicants should submit a letter of interest in the position, together with a resume or outline of qualifications and experience to the **Sublette County District Court, P.O. Box 681, Pinedale, WY 82941** or by a virus-free e-mail to mlt@courts.state.wy.us. Fax applications will NOT be accepted or considered. [Note: Mail is NOT delivered to the Court's physical address.]

If you are a United States Armed Forces veteran, or the spouse of a veteran who was married to that veteran at the time of that person's death and you receive survivor benefits, to receive veteran's preference under Wyo. Stat. Section 19-14-102, you must complete the Veteran's Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a copy of Form DD214 to the application.

THIS POSITION IS OPEN UNTIL FILLED. THE NEED TO FILL THIS APPOINTMENT IS IMMEDIATE.