

**Wyoming Judicial Branch
Position Announcement**

Job Title: Official Court Reporter

Annual Salary: \$61,215.18 plus transcript fees

Closing Date: Open Until Filled

The Park County Fifth Judicial District Court, located in Cody, Wyoming is seeking an Official Court Reporter for the Honorable William L. Simpson. The Park County District Court presides over felony criminal cases, large civil cases, domestic relations, juvenile and probate matters. The Court also hears appeals from lower court decisions. The Court is seeking candidates possessing the requisite skills and qualifications of a court reporter. This at-will position is to be full-time and on site.

JOB 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 as follows.

- Reports proceedings of court trials, hearings, or conferences by shorthand, stenotype, or other methods where verbatim records are required by law.
- Transcribes the proceedings into accurate transcripts for purposes of appeal or by order of the court.
- Identifies participants by name to facilitate reporting; reads aloud statements of participants as requested during proceedings.
- Prepares and distributes transcripts and related reports and documents. Reviews transcriptions for technical accuracy.
- Maintains records of notes and exhibits.
- Performs clerical duties related to the court.
- Attends meetings and training as required.
- Performs other duties as assigned.

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.

Physical Demands: This position requires mobility to work in a typical office setting. The applicant must have the ability to:

- Use standard office equipment;
- Stand and/or walk for a period of time;
- Read printed materials and computer screens;
- Communicate in person or over the phone;
- Ability to attend work on a regular basis, including arriving at work on time;
- Occasional evenings and weekends may be required; and
- Occasional travel.

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.” 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 **Park County District Court, P.O. Box 1868, Cody, WY 82414** or by a virus-free e-mail to trowan@courts.state.wy.us. Fax applications will NOT be accepted or considered.

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.

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.