



## Wyoming Judicial Branch Position Announcement

**Job Title:** Official Court Reporter

**Location:** 3<sup>rd</sup> Judicial District Court, Green River

**Annual Salary:** \$64,275.88 plus transcript fees

**Opening Date:** August 18, 2022

**Closing Date:** Open until filled

### GENERAL DESCRIPTION:

The Third Judicial District Court is seeking an Official Court Reporter for the Honorable Suzannah G. Robinson. The Sweetwater County District Court presides over felony criminal cases, large dollar amount civil cases, domestic relations, juvenile, probate, and other matters. 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.

Human Resources Contact: Brenda Reedy, [breedy@courts.state.wy.us](mailto:breedy@courts.state.wy.us), 307-777-7629

**ESSENTIAL FUNCTIONS:** General expected duties for this position include making, preserving, transcribing, and delivery of the verbatim record of proceedings for criminal, civil, juvenile, and probate, and other cases as follows:

- Reports proceedings of court trials, hearings, or conferences by 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.
- Timely 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.

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 will be expected to satisfactorily perform and complete such work as a judge may assign and direct. Strict confidentiality is required.

## **KNOWLEDGE, SKILLS & ABILITIES**

This position requires an ability to:

- Plan, prioritize, and carry out assignments and timely complete projects with minimum supervision.
- Professionally and courteously deal with people, to include co-workers, other judges and the public beyond giving and receiving instructions, including being adaptable to performing under varied levels of stress.

This position requires skills in:

- Stenography.
- Transcription.
- Assessing, evaluating, prioritizing and timely handling multiple tasks, projects, and demands.
- Working within deadlines, including but not limited to District Court Rules to complete projects and assignments.
- Establishing and maintaining effective work relations with co-workers and others having interactions with the District Court.
- Explaining court procedures and processes in a clear, concise, and comprehensive manner.
- Operating a computer utilizing a variety of commonly used and specialized software applications.
- Operating usual office and courtroom equipment and technology.
- Preparing clear and comprehensive written and electronic court documents, correspondence, forms, and reports.

This position involves knowledge of and/or the willingness to learn:

- District Court, State and County rules, policies, processes, and procedures.
- Legal requirements for court operations and case processing.
- Principles involving planning, scheduling, calendaring, and travel.
- Applicable State and Federal rules, codes, and regulations.
- Legal terminology.
- Principles and protocols for managing official documents and records.
- Principles of file and records management.
- Principles of book-keeping and/or accounting, including invoicing and accounting systems, rules, and standards.

**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;
- Sit for extended periods of time
- Read printed materials and computer screens;
- Communicate in person or over video-conference/phone;
- Ability to attend work on a regular basis, including arriving at work on time;
- Evenings and weekends may be required to complete transcript requests and appeals in a timely fashion; and
- Occasional travel.

**Information about the qualifications and terms**

**Minimum Qualifications:**

Education: High school diploma or equivalent

Certification: Must possess a Registered Professional Reporter certification or an equivalent certification from a certifying state; and be proficient in computer-aided transcription and real-time.

**Notes:** Employment is “AT WILL” and subject to a background check. This position is a State of Wyoming employee. In addition to an annual salary and transcript fees, employees receive the retirement pension plan and 457 Deferred Comp plan; an affordable health insurance package which includes health, dental, life, vision; Short and Long-Term disability insurance, ambulance coverage, and Employee Assistant Program; as well as paid holiday leave.

Additional compensation for Certified Realtime Reporter (CRR) certification.

FLSA: Non-Exempt.

**Applications:** Interested applicants must submit a cover letter, resume, and completed Branch application for consideration. [Click here](#) to complete the application process on-line. The Branch also accepts email and mail submissions. Please use the [downloadable application](#) and return the completed form along with a cover letter and resume to Wyoming Supreme Court, Attn: Human Resources Manager, 2301 Capitol Avenue, Cheyenne, WY 82002; or via email to [bredy@courts.state.wy.us](mailto:bredy@courts.state.wy.us).

**Veterans:** 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 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 Form DD214 to the application.

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