



Coconino County Superior Court

Official Court Reporter

Recruitment Opens

Coconino County – Where opportunities are as vast as our landscapes.

Do you have three years' experience as a court reporter? Do you want to join a dedicated team that supports the Superior Court of Arizona in Coconino County? Coconino County Superior Court is recruiting for an Official Court Reporter. This position uses computerized stenotype equipment to prepare verbatim records of legal proceedings, prepares and distributes accurate transcripts in required format within a specified timeframe, prepares and maintains records, reports and more. Salary incentives are offered for certifications beyond RPR. We offer an excellent benefits package, to include medical, dental and vision; paid time off and sick time. Additional transcript income of \$10,000-\$20,000 is typical. If you are seeking employment satisfaction, a sense of pride in your work and the knowledge that your daily efforts have a direct impact on the community and are in pursuit of a collaborative work environment where diversity is embraced and accomplishments are celebrated, we look forward to seeing your application for our Official Court Reporter position! EOE

Typical Duties

- Uses computerized stenotype equipment to prepare verbatim records of legal proceedings
- Prepares and distributes accurate transcripts in required format within specified timeframe
- Reads back from court record during proceedings or prepares rough draft transcripts for court use
- Maintains stenographic records in such a way that they are readily accessible for the period of time required by law
- Purchases and maintains a personal reference library and utilizes online reference sources
- Purchases and maintains software, hardware and supplies necessary for the performance of court reporting
- Hires support staff as necessary
- Prepares and maintains records and reports
- Performs related duties

Essential functions

This position includes but is not limited to: sitting in court or at desk for machine shorthand writing and transcription; working with and around other court staff, clerk's staff, attorneys, defendants and the public; dealing with interruptions from co-workers, phones and unscheduled hearings; repetitive motion hand/wrist for machine shorthand writing and transcription; vision acuity (near / far) for computer and courtroom work; hearing for courtroom testimony, etc.; touch for shorthand, and computer work.

Salary

\$61,567-89,565 Annually

The County provides a 2% salary increase for each higher level court reporter certifications (RMR, CRR, RDR)

Incentives

- 2% incentive pay for your Real Time Certification
- Sign on bonus of \$500.00; \$500.00 after first six months; and \$500.00 after one year.
- 60 hours of banked vacation and it is available to you immediately (coordinate schedule with supervisor)
- Relocation assistance of \$2,000

Minimum Qualifications

Three years of experience as a court reporter, OR any combination of education, experience and training which demonstrates the ability to perform the duties of the position.

Additional Requirements

Arizona Court Reporting Certification. The Court Reporter Standard Certification Program, operated by the Arizona Supreme Court, provides statewide certification for persons in Arizona who are qualified to be certified.

This position is non-exempt from overtime.

For more information and how to apply please visit <http://coconino.az.gov/843/Job-Openings>
Coconino County Superior Court, 200 N. San Francisco St., Flagstaff, AZ