

# **JOB ANNOUNCEMENT**

## **CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY**

**POSITION TITLE:** Court Reporter

**GRADE:** G-23

**ANNUAL SALARY:** \$50,972 - \$70,000

**LOCATION:** Court Reporters' Office, Circuit Court for Prince Georges County, Upper Marlboro, MD

**TYPICAL DUTIES:** The incumbent, under the supervision of the Chief Court Reporter and the Deputy Chief Court Reporter, records verbatim courtroom proceedings, meetings and conferences by means of machine reporting; reads back and prepares transcripts from those stenographic notes; and preserves the electronic files/steno notes and transcripts of all proceedings in compliance with the Rules and Regulations of the Court of Appeals of Maryland. Must be able to produce daily copies when requested. This includes proofreading, indexing, collating, assembling, binding and distribution. Prepares requested non-appeal transcripts in a timely manner. Must be able to write on stenotype machine for a minimum of six hours a day, five days a week when in trail. Maintains files of electronic/steno notes, accurate log of transcripts of proceedings and promptly files expungement notices. Prepares a daily courtroom proceedings form with notations of sequence in which cases were called that correspond to electronic/steno notes. Maintains a data sheet of witnesses, technical words and spellings for each case, steno abbreviations used, and a copy of any jury list used. Boxes and labels notes, if applicable. Provides copies of electronic files, SD cards and PDF transcripts for archival purposes.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Have four (4) years' experience as a court reporter and have machine shorthand speed of no less than 225 words per minute with 95% accuracy. Current RPR or comparable state certification. Court experience, CPR preferred. Must provide stenotype machine, printer, laptop/computer, peripherals and computer-aided transcription software, along with supplies needed to produce transcripts. Must have proficient English technical vocabulary and the ability to efficiently decipher various English accents. Have basic knowledge of orderly filing, indexing and daily backing up of electronic/steno notes. Ability to communicate, express ideas clearly and concisely, both orally and in writing, and excellent proofreading skills. Must have the ability to interact professionally with judges, attorneys, court public officials, co-workers, colleagues and the public. Ability to speak Spanish is a plus. Applicants are subject to a background check. A completed Prince George's County Circuit Court application must be submitted for this announcement. Applications are available at the address below or under the Judicial section on the Prince George's County's Website.

**CLOSING DATE:** Opened until filled

**APPLY TO:** Director of Human Resources,  
Court Administrative Office,  
Room M2407,  
14735 Main Street, Upper Marlboro, MD 20772  
FAX: (301) 952-4447 E-Mail: [Humanresources@co.pg.md.us](mailto:Humanresources@co.pg.md.us)

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

**Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.**

**Reasonable Accommodation upon Request**