

Sixth Judicial Circuit of Florida

Pasco and Pinellas Counties
Administrative Office of the Courts
Human Resources Department
Tel: 727-453-7165
Email: careers@jud6.org
14250 49th St. North, Suite J1500
Clearwater, FL 33762

Employment Opportunity

Court Reporter II (Stenographer)

Position Number: 10020

Location: East Pasco Government Center

38053 Live Oak Ave. Dade City, 33525

Application Deadline: Open Until Filled

Starting Annual Salary + Additional Additive:

\$ 73,232.76 + CAD \$1,922.04 = \$75,154.80 (annual salary)

[State Benefits Packet](#)

Position Description

The essential function of the position within the Sixth Judicial Circuit is to stenographically report court proceedings and produce transcripts on a timely basis. The position is responsible for reporting court proceedings, performing research, proofreading, and editing reported proceedings to produce quality transcripts. The employee possesses the ability to report testimony at the industry standard required speed and accuracy, the ability to operate a stenographic machine, read back testimony in open court, as well as the ability to timely produce transcripts and meet deadlines. The position works under general supervision, independently developing work methods and sequences.

Education, Experience, Licenses, Certifications, and Registrations

- Successful completion of a Court Reporting Program is required.
- Experience in the freelance field, court system, or a combination thereof.
- Eclipse software and Eclipse support, and Stenograph Luminex II machine, and all other equipment related to the job are provided.
- Requires a valid certificate as a Registered Professional Reporter (RPR) or higher, e.g., Certified Real Time Reporter.

Knowledge, Skills, and Abilities

- Knowledge of the court system, procedures, and practices
- Knowledge of legal and medical terminology, as well as extensive vocabulary
- Knowledge of applicable statutes, rules, regulations, laws, and ordinances
- Ability to record testimony at the standard required both for speed and accuracy.
- Ability to operate a stenographic machine, voice writing equipment, real-time hookup to a laptop computer, as well as a personal computer in a Windows environment.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, government officials, and the public.

How to Apply

All applications must be emailed to careers@jud6.org or by fax at 727-453-7166 and must include a cover letter and resume. The Sixth Circuit application can be downloaded from the Sixth Circuit website.

Incomplete applications may not be considered.

ADA Accommodation

If you require accommodation to participate in the application/selection process, please call the ADA Coordinator at (727) 453-7165. The successful applicant will be required to undergo a criminal background check. The Sixth Judicial Circuit of Florida is an Equal Opportunity Employer.