



# Ohio Court Reporters Association

*Real People. Real Quality. Realtime.*

## Details

01/06/2021

## Position Available: Court Reporter

### Franklin County Domestic Relations & Juvenile Court

**FRANKLIN COUNTY COURT OF COMMON PLEAS**  
**DIVISION OF DOMESTIC RELATIONS & JUVENILE**  
**AN EQUAL OPPORTUNITY EMPLOYER**

[Click here for more information and/or to apply.](#)

For additional information, please contact Human Resources at [Human\\_Resources@fccourts.org](mailto:Human_Resources@fccourts.org)

### COURT REPORTER

Department:	HR
Hiring Manager:	Court Reporter Supervisor
Hiring Manager Email:	<a href="mailto:Human_Resources@fccourts.org">Human_Resources@fccourts.org</a>
Normal Working Hours:	Monday through Friday, 8:00 a.m. - 5:00 p.m.
Starting Salary:	\$22.95 p/h. Position is subject to 180-day probationary period.
Minimum Requirements:	Graduate of an accredited Court Reporting Program with a minimum of 225 wpm or have a current RPR certification; Minimum three years as a Court Reporter; Real-time experience; Writer not provided.
Position Control Number:	461522

### POSITION SUMMARY:

Record and preserve a verbatim and realtime record of court proceedings using a writer and Eclipse software; prepare accurate and timely transcripts upon request by judges, magistrates, attorneys, pro se litigants and the general public; file transcript with appropriate agency; maintain custody of exhibits admitted in the record during court proceedings; scan and file exhibits with requested transcripts; maintain preferred RPR (Registered Professional Reporter) certification through continuing education.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Provide highly-skilled real-time transcript feed to all judges and magistrates. Read back testimony when requested by judges, magistrates or attorneys.

2. Assist attorneys, pro se litigants and general public regarding ordering transcripts and estimated cost.
3. Prepare accurate and timely transcripts from stenographic files upon request by judges, magistrates and attorneys.
4. Maintains own writer in appropriate working order at all times.
5. Maintains records of all transactions, make PDFs, scan exhibits, eFile transcripts, exhibits and per diems with appropriate clerk in a timely manner.
6. Maintains and secures all exhibits retained by the court in the assigned work area and determines appropriate level of security for all exhibits.
7. Keep accurate records of all hearings reported; enter per diems in department database.
8. Proficient in software, dictionary building for real-time accuracy, continuing education to maintain certifications through the National Court Reporters Assoc.
9. Research as necessary to verify technical, legal, medical and other specialized terms.

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**The Franklin County Court of Domestic Relations And Juvenile Division is an Equal Opportunity Employer and will not discriminate on the basis of Race, Color, Religion, Sex, National Origin, Handicap, Age or Ancestry of any person.**

[Printer-Friendly Version](#)

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