

Certified Court Reporter – Lebanon, Wilkes Barre, Philadelphia, and Pittsburg

(posted 6/5/2023)

Jamison is currently seeking a qualified and motivated professional for the position of Certified Court Reporter.

Court Reporter - Functions, Qualifications, and Skills:

- Court Reporter support services (remote and/or in-person) must be willing and available to travel for in-person requests for service.
- Off-site Court Reporter support services can be provided through telephone, VTEL, VANTS, or Lync online services.
- Candidates must have their own equipment in order to transcribe recorded material (Stenographic machine/computer or dictate material into a recording machine).
- The Court Reporter shall read portions of the transcript during the investigation hearing at the investigator's or administrative judge's request, and ask speakers to clarify inaudible statements.
- Shall be able to provide services from Monday through Friday, 8 am to 5 pm for each respective time zone in the Continental United States.
- Candidate MUST be available to continue with the assignment if a proceeding lasts more than 1 day or lasts several days.
- For travel outside your area, all travel expenses related to the assignment will be company paid.
- Candidate must arrive at the designated location at least 30 minutes prior to the time of the designated hearing; in case of a telephonic investigation/hearing, candidates shall make telephone contact with the presiding official at least 30 minutes prior to the start time.
- Candidate must be a licensed Notary Public and competent to administer oaths and carry Notary Public Errors and Omissions Insurance.
- Immediately after the completion of the individual assignment, the recording is to be sent to the JPS-secured VPN Portal.
- Court Reporter shall be certified in accordance with state laws where the service is being performed. We recognize certifications granted through the National Court Reporters Association (NCRA), the National Verbatim Reporters Association (NVRA), and the American Association of Electronic Reporters and Transcribers (AAERT). You must be able to provide the proper certification upon request.
- The services will be performed ONLY when required by the customer. Please note: THIS IS NOT A FULL-TIME ASSIGNMENT/EMPLOYMENT.
- A candidate level of a background investigation and clearance may be required for this assignment; A Tier One National Agency Check and Inquires (NACI) and a Special Agreement Check (SAC).
- Please be advised that this position will allow you to work outside of this contract services as long as it doesn't interfere with your assigned commitment to Jamison Professional Services, Inc.
- Your assignment-based employment will include paid federal holidays, paid Personal Time Off (PTO – Based on the number of hours worked – up to 80 PTO hours per year), Sick hours accrual (Based on hours worked – up to 56 hours per year), and option to enroll in 401(k) plan (up to 2% company matching based on employee's contribution) by Transamerica Retirement Services.
- The hourly pay rate for this position is TBD.

U.S. Citizenship: Must be able to successfully pass a Federal Government level background check.

Jamison Corporate Overview:

Jamison Professional Services, Inc. (Jamison) is a Service-Disabled, Veteran-Owned Small Business (SDVOSB), certified Minority Business Enterprise (MBE) headquartered in metropolitan Atlanta, Georgia. We specialize in providing professional management, administrative, healthcare, court reporters and transcriptionist experts, and document/ record and telehealth operational support solutions to U.S. Government, State, and commercial clients. Jamison is a nationwide professional staff augmentation company, that helps commercial clients and government agencies expand their talent acquisition reach by sourcing, assessing, developing, and managing the talent that enables them to be successful. Jamison offers a wide range of employment opportunities in the commercial and government sectors. We seek employees who share our values of service excellence, integrity, and professionalism.

Jamison affords equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition, gender identity, or sexual orientation. Our employees, as well as applicants and others with whom we do business, will not be subjected to sexual, racial, religious, ethnic, or any other form of unlawful harassment and/or discrimination. In addition, JPS adheres to the equal employment opportunity requirements of all states and localities in which it does business.

Jamison's commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.

Applicants may be required to successfully complete an online assessment to determine qualifications for positions requiring specific skills.

All applications must be submitted through our application system at: <http://careers.jps-online.net/x/openings>