



DELAWARE JUDICIARY COURT OF CHANCERY

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC1102N16

COURT REPORTER – REAL TIME

Opening Date: November 17, 2016

Closing Date: Announcement will remain posted until position is filled.

Salary: \$64,307 per year plus transcript income to include high volume and daily copy trials -- (Blanket Starting Salary) Pay Grade C11

Recruiting For: Court of Chancery

Location: Position will be based in Kent County or Sussex County but statewide travel will be required.

Summary Statement: This employee is responsible for the verbatim recording and transcribing of trials, proceedings, hearings, and conferences within the Court of Chancery under the general supervision of the Chief Court Reporter; will have contact with court personnel, parties, witnesses, the public, and attorneys from government agencies, private industry, and law firms for the purposes of making arrangements for the preparation and delivery of transcripts, confirming quoted material, and obtaining spelling of technical terms and proper names; responsible for the absolute accuracy and completeness of the verbatim record and must be able to report and produce a satisfactory transcript volume over a sustained work period, as well as produce transcripts of court proceedings on an expedited basis, as needed.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Graduation from a court reporting school or a university or college having a court reporting curriculum, including or supplemented by courses in standard stenographic methods of taking testimony and dictation and specialized training in reporting and transcribing judicial proceedings involving experts in highly technical professions, businesses, and industries.
2. Experience as a stenographic reporter recording and transcribing verbatim proceedings of judicial or quasi-judicial hearings, conferences, and meetings in a court system.

3. Ability to communicate courteously and effectively, both verbally and in writing.

Mandatory Requirements:

1. Possession of Certified Real-time Reporter (CRR) licensing from the National Court Reporters Association and maintain said licensing throughout duration of employment.
2. Possession of Registered Merit Reporter (RMR) certification at the time of application or obtained within the first twelve months of employment.
3. Possession of a CAT real-time capable system at the time of hire.
4. Candidate must submit to and pass an in-house real-time test.
5. Applicant must be real-time capable upon date of hire.

Selective Requirement: Eclipse CAT software system is preferred.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 Administrative Office of the Courts
 New Castle County Courthouse
 500 N. King Street, Suite 11600
 Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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