



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

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

Posting # SC0412KNS23

Real Time Court Reporter

Opening Date: 4/12/2023

Closing Date: 10/12/2023

Vacancies Exist

Salary: \$66,807 per year (Blanket Starting Salary) Pay Grade C11 Plus Transcript Income

Recruiting For: Superior Court of Delaware

Locations: Please check your preferred location on your application)

Leonard L. Williams Justice Center, Wilmington, DE
Sussex County Courthouse, Georgetown, DE
(Travel to all locations may be required.)

***Salary applicable for this position is based upon the qualifications of the individual applicant.**

Summary Statement:

This employee is responsible for the verbatim stenographic reporting and transcription of trials, oral arguments, hearings, and conferences within the Superior Court under the general supervision of the Chief Court Reporter; will have contact with court personnel, parties, witnesses, the public, and attorneys from law firms, private industry, and government agencies for the purpose of confirming quoted material, obtaining spellings of technical terms and proper names, and anything else necessary to assure absolute accuracy and completeness of the verbatim record; and must be able to work as part of a team in an extremely busy office with a large volume of daily and expedited transcript requests.

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 have education, training and/or experience demonstrating competence in 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. Registered Professional Reporter (RPR) licensing from the National Court Reporters Association and maintain said licensing throughout duration of employment. Should the applicant not have the required (RPR), this requirement must be met within 12 months of employment. Should the selected applicant be unable to obtain (RPR) licensing within 12 months of employment, their employment would be terminated.
2. Possession of a CAT real-time capable system at the time of hire
3. Candidate must submit to and pass an in-house real-time test during the 12 month probationary period.
4. Applicant must be real-time proficient upon date of hire.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.
- Must possess a valid driver’s license at the time of hire and through the duration of employment.
- This position is a classification organized under an exclusive bargaining representative (labor organization). The candidate selected for this position shall be asked to join and pay dues to the labor organization or may, decline joining the labor organization and not pay dues or a fee. The labor organization has been elected by employees as their representative for collective bargaining and other work-related purposes.

Benefits:

- This position may be eligible for an Alternative Work Schedule or to Telework after successful completion of the employee’s probationary period.
- To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits>

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either 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.superior@delaware.gov (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
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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