



DELAWARE JUDICIARY

NON-MERIT POSITION

POSTING NUMBER #SC1203N18

Opening Date: 12/3/2018

Closing Date: Open Until Filled

Vacancy exists

Job Title: REAL TIME COURT REPORTER

**Salary: \$64,307
Plus Transcript Income**

Recruiting for: Superior Court of Delaware

LOCATION: Leonard L. Williams Justice Center (formerly New Castle County Courthouse), City of Wilmington

Summary Statement:

A class incumbent is responsible for the verbatim recording and transcribing of trials, proceedings, hearings and conferences in Superior Court.

Nature and Scope:

A class incumbent performs with general supervision from the Chief Court Reporter. Incumbents have contact with court personnel, parties, witnesses, attorneys from government agencies, private industry and law firms and the public 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. An incumbent is 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 from time to time as needed.

Minimum Education and Experience Requirements:

Applicants must show in the judicial application; education, training and/or experience in each of the following areas. Failure in any one area will result in a rating of "Not Qualified." (Resume, transcripts and training certificates may be included as supporting documentation. 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.

Mandatory Requirements:

- Possession of a Registered Professional Reporter (RPR) certification and in good standing from the National Court Reporters Association and maintain said licensing throughout duration of employment.
- **Must own a CAT realtime capable system at the time of hire.**
- Must be realtime proficient.

Conditions of Employment: Direct deposit of paychecks is required as a condition of employment.

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Must possess a valid driver's license at the time of hire and through the duration of employment.

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

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@state.de.us (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
New Castle County Courthouse
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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