



Clark County COURT RECORDER/TRANSCRIBER

SALARY	\$24.07 - \$37.36 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	28246A
DEPARTMENT	District Court	OPENING DATE	12/03/2024
CLOSING DATE	12/17/2024 5:01 PM Pacific	MAX NUMBER OF APPLICANTS	300

ABOUT THE POSITION

The Eighth Judicial District Court is actively seeking qualified candidates for Court Recorder/Transcriber position. The Court Recorder/Transcriber records court hearings, proceedings, and actions using audio/video equipment; transcribes verbatim court proceedings into a printed form from such recordings and associated notes. This is an experienced class that acts as an officer of the court and is independently responsible for the recording of all court proceedings and actions. Incumbents must have a thorough knowledge of court practices and procedures in order to maintain logs and produce recordings and transcripts that are accurate and valid. This class is distinguished from other court support classes by its ongoing responsibility for the production of accurate records of all proceedings.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by District Court Human Resources. District Court Human Resources reserves the right to call only the most qualified applicants to the hiring interview.

This recruitment is limited to the first 300 applications received and will close without notice regardless of the closing date, once the number of applications is received.

Some positions may be Grant Funded. Grant Funded positions are subject to continuation based on the availability of grant funds and the employee will be terminated without right of appeal when such funds are no longer available.

Some positions may be used to fill term Limited-Permanent positions. The selected candidates will be hired for a special project or duties of limited duration and be required to sign a term of employment letter specifying conditions and exact dates of employment. The successful candidates will be eligible for benefits during the duration of employment.

This position is non-union and is excluded from membership in the union.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school AND EITHER two (2) years of full-time experience in preparing verbatim transcriptions from recording devices, OR one (1) year of recording court proceedings and transcribing such proceedings. College level course work in paralegal studies or secretarial or office administrative

subjects is desirable.

NOTE: Must type at a net rate of 70 words per minute from printed copy. If not certified at time of application, applicant agrees to become certified in typing at a net rate of 70 words per minute within twelve (12) months from the date of hire at the applicant's own expense or will no longer be eligible for the position.

Working Conditions: Work overtime to complete recording and/or transcription assignments.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Sets up and operates audio/video equipment to record all official activities of the court to which assigned; plays back sections of recordings for the judge or jury as requested. Maintains automated or hand-prepared logs of proceedings and actions; correlates such logged information with recorded data; makes notations of witness or participant behavior, session times, etc. to augment the audio record. Transcribes court proceedings from audio/video equipment to printed format, using word processing and appropriate transcription apparatus. Ensures that motions, decisions and all actions are accurately documented. Ensures that proper authorization is received for transcription requests; locates and duplicates tapes or disks as required and returns them to proper location after usage. Proofreads transcribed materials for accuracy. Maintains records of work performed; prepares forms for billing for recordings and transcription service; follows-up on delinquent billings as directed. Directs and oversees the work of relief recorder/transcribers; instructs staff in work procedures. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Maintains a supply of forms, tapes, disks, papers and other materials for assigned duties. Uses a variety of equipment, including word processors, recording devices and FAX machines; arranges for the maintenance and repair of such equipment. Performs a variety of office support functions as required for the effective functioning of the department to which assigned.

PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Agency

Clark County

Address

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(702)455-4565

Website

<http://www.clarkcountynv.gov>

COURT RECORDER/TRANSCRIBER Supplemental Questionnaire