

**MINNESOTA DISTRICT COURT  
SIXTH JUDICIAL DISTRICT**

**OFFICIAL STENOGRAPHIC COURT REPORTER  
ELECTRONIC COURT REPORTER**

**Appointing Authority: Judge Mark Starr**

OFFICE & LOCATION	CLASS	HOURS OF WORK
St. Louis County Courthouse Hibbing, MN	Official Stenographic Court Reporter Or Electronic Court Reporter Teamsters	Full-time 40 hrs/wk M-F 8 – 4:30

**DESCRIPTION:** Judge Mark Starr, who is chambered in the St. Louis County Courthouse in Hibbing, Minnesota, is seeking an Official Stenographic or Electronic Court Reporter. This position is responsible for the verbatim recording and transcription of testimony of judicial proceedings, hearings, and conferences in compliance with all applicable statutes and court rules or as directed by the appointing authority. Position start date to be June 2, 2008.

**RESPONSIBILITIES**

The responsibilities include, but are not limited to:

- Capture verbatim record of court proceedings.
- Read back testimony upon request.
- Prepare transcripts and court order.
- Maintain accurate and complete files and records.
- Maintain awareness of Rules, Statutes, and policy changes/additions/deletions.
- Serve as confidential assistant and secretary to the appointing authority and judicial officers.
- Some travel may be required.

**MINIMUM QUALIFICATIONS:**

**Stenographic:**

- A high school diploma or the equivalent.
- Graduate of a court reporting school approved by the National Court Reporter Association (NCRA).
- Registered Professional Reporter (RPR) designation from the NCRA.

**Electronic:**

- A high school diploma or the equivalent, supplemented by course work in secretarial sciences or paralegal training and experience in a law or court office.
- Ability to successfully complete the Electronic Court Reporter certification exam as administered by the Minnesota State Supreme Court.

**SALARY RANGE:** \$18.53 - \$29.33 hourly. Hiring at base salary with upward adjustment to the mid-point based on experience. This position is eligible for State of Minnesota benefits.

**APPLICATION DEADLINE:** April 25, 2008

**TO APPLY:** Download an application from <http://www.mncourts.gov/?page=1554> or obtain by calling 218/279-2562, or email [Matthew.Silverness@courts.state.mn.us](mailto:Matthew.Silverness@courts.state.mn.us) Submit resume and application to:

Sixth District Administration  
Court Reporter - Hibbing  
11 East Superior Street, Suite 380  
Duluth, MN 55802  
**EQUAL OPPORTUNITY EMPLOYER**