

<b>MINNESOTA DISTRICT COURT 9th JUDICIAL DISTRICT POSITION ANNOUNCEMENT</b>		
<b>OFFICIAL COURT REPORTER</b> <b>Appointing Authority: Judge Earl Maus</b>		
<b>OFFICE &amp; LOCATION</b>  9th Judicial District Crow Wing County	<b>CLASS</b> Official Stenographic Court Reporter or Electronic Court Reporter Teamsters Exempt Position	<b>WORK SCHEDULE</b>  Full-time Mon.-Fri. - 8:00-4:30

**DESCRIPTION:**

The Ninth Judicial District seeks an Official Stenographic or Electronic Court Reporter working with the Hon. Earl Maus in Brainerd, Minnesota commencing on March 13, 2008.

**RESPONSIBILITIES:**

Responsible for verbatim recording of court proceedings using a stenographic machine or digital recording equipment and preparation and distribution of transcripts in accordance with rules of court, opinions, state statutes, legal guidelines and policies. The court reporter serves as the appointing authority's confidential assistant/secretary. The court reporter exercises considerable independent judgment in all aspects of job performance. Work is reviewed and evaluated by the appointing authority. Some travel is required.

**MINIMUM QUALIFICATIONS:**

**Stenographic:** High school diploma or the equivalent; Graduate of a court reporting school approved by the National Court Reporter Association (NCRA) and the Minnesota Supreme Court; and Registered Professional Reporter (RPR) certification through NCRA, which must be maintained to work in the Minnesota court system (except grandfathered stenographic reporters pursuant to Supreme Court Order).

**Electronic:** 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.

Successful candidate will be required to pass a criminal background check prior to appointment.

**SALARY RANGE:**

\$18.53 – \$29.33 per hour. This full-time position is eligible for State of Minnesota benefits.

**APPLICATION DEADLINE: January 25, 2008**

**TO APPLY:**

Download application at [www.mncourts.gov](http://www.mncourts.gov) or call (218)759-4361. Submit your resume and application to: **Jill Hendrickson, Human Resources Coordinator, Ninth Judicial District , 616 America Avenue NW, #250, Bemidji, Minnesota 56601.**

**Position #00319200  
EOE**