

**MINNESOTA DISTRICT COURT
FIRST JUDICIAL DISTRICT**

OFFICIAL STENOGRAPHIC or ELECTRONIC COURT REPORTER

Appointing Authority: Judge Richard G. Spicer

Position #01011615

OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
First Judicial District Dakota County Hastings, Minnesota	Official Court Reporter Exempt Union - Teamsters	Part-time 8 hrs/wk Monday 8:00 – 4:30	Internal and External

The First Judicial District seeks an Official Stenographic or Electronic Court Reporter to fill a part-time job share for the Honorable Richard G. Spicer. This position is responsible for the verbatim recording of testimony from judicial proceedings, hearings and conferences using a stenographic machine or electronic recording equipment in compliance with all applicable statutes and court rules or as directed by the appointing authority.

The First Judicial District operates on a daily calendar system, providing employees the opportunity to report many different types of court proceedings throughout the First Judicial District. The First District consists of seven southern metro counties including Carver, Dakota, Goodhue, Le Sueur, McLeod, Scott and Sibley. The reporter will be a member of the judge's staff "team" but will also be expected to work with other judges as assigned. Primary work location will be in Dakota County. Reimbursable district-wide travel is required.

RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- Capture verbatim record of court proceedings.
- Read back testimony upon request.
- Prepare transcripts and court orders.
- Perform general offices duties as confidential assistant/secretary to the appointing authority.
- Maintain accurate and complete files and records
- Maintain awareness of Rules, Statutes, and policy changes/additions/deletions.

MINIMUM QUALIFICATIONS:

Steno: High school diploma/GED, Graduate of a court reporting school approved by the National Court Reporter Association (NCRA), and designation of Registered Professional Reporter (RPR) from the NCRA or compliance with the Minnesota Supreme Court Order 81-876; **Electronic:** High school diploma/GED and Certification as Electronic Court Reporter by the Minnesota Supreme Court; Real-time capable preferred; Experience with Microsoft Office products preferred. **Successful candidate will be required to pass a criminal background check.**

SALARY RANGE:

Full Range: \$18.53 - \$29.33/hour (full range); hiring to the mid-point based on qualifications; Non-Benefit position.

INTERNAL/EXTERNAL APPLICATION DEADLINE: Thursday, January 24, 2008

TO APPLY:

Download application at <http://www.mncourts.gov/?page=1552> or requested by calling (651) 438-8485.

Submit your resume, cover letter and application to: **First Judicial District Human Resources; Dakota County Judicial Center; 1560 West Highway 55; Hastings, MN 55033**

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