



***COURT OF COMMON PLEAS, MONTGOMERY COUNTY***  
***DOMESTIC RELATIONS DIVISION***

***DENISE L. CROSS, ADMINISTRATIVE JUDGE***

***TIMOTHY D. WOOD, JUDGE***

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## **NOTICE OF VACANCY**

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**NOTICE ISSUED:** Wednesday July 21, 2021

**POSTING PERIOD:** Friday, August 20, 2021

**POSITION VACANCY:** Court Reporter (Magistrates)

**DEPARTMENT:** Court Reporter

**POSITION LOCATION:** Dayton/Montgomery County Courts Building,  
301 West Third Street, 2<sup>nd</sup> Floor

**PAY/SALARY:** \$22.00 per hour (Annual Salary of \$45,760)  
Position is full-time with benefits, including paid sick and personal leave, vacation leave after one year of service, pension, health care (with partial pay by employee).

**This position is an AT-WILL EMPLOYEE serving at the pleasure of the Court.**

Please review the attached position description for summary of qualifications.

Persons applying are required to complete an Application for Employment, and submit with a current resume before close of business 4:00 p.m. on the last day of the posting period.

Submissions shall be sent to Jennifer A. Petrella, Court Administrator: 1) via email at [D.R.EmploymentOpportunities@mcoho.org](mailto:D.R.EmploymentOpportunities@mcoho.org) or 2) submit in person or 3) via U.S. postal mail at Montgomery County Domestic Relations Court, 301 W. Third Street, Second Floor, Dayton, Ohio 45402. Only timely and complete submissions will be considered.

**AN EQUAL OPPORTUNITY EMPLOYER**

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# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Domestic Relations

CLASSIFICATION TITLE: Court Reporter (Magistrates)
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<b>FLSA STATUS</b>	Non-exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>EXEMPTION TYPE</b>	N/A	<b>REPORTS TO</b>	Court Reporter – Administrative Judge
<b>CIVIL SERVICE STATUS</b>	Unclassified	<b>WORK SCHEDULE</b>	40 hours per week
<b>POSITION INDICATOR</b>	CE3	<b>DEPARTMENT</b>	Court Reporter (Magistrates)

#### DISTINGUISHING JOB CHARACTERISTICS

Maintains responsibility for making and retaining verbatim record of Court proceedings, with such transcripts serving as the official record of the court and used for the review and appeal of cases according to established procedure.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

***To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.***

Makes verbatim record of court and in-chamber proceedings by typing verbatim testimony using stenograph machine. Makes parenthetical notations of speaker identification, nonverbal gestures, utterances of spectators.

Locates and reads back verbatim questions and answers during the court proceedings and other times as the request of Court or counsel to clarify testimony provided.

Transcribes from stenographic language to English, and prepares transcripts of requested proceedings by attorneys for parties or the Court. Brings to attention to Judge or Counsel any deficient circumstances or items affecting the record.

Marks exhibits during court proceedings and stores in accordance with prescribed procedure and timeframes. Maintains custody of exhibits during trial and stores same for required timeframe to preserve record.

Prepares and maintains hearing/trial worksheet to record case caption and number, dates, type of hearing, Judge or Magistrate's name, names of counsel and parties, witnesses, and other information.

Records testimony of litigants and witnesses at their homes, hospitals or other locations when they are physically unable to attend Courthouse hearing.

Prepares transcripts from audio tapes as requested, following the same guidelines as transcripts prepared by the court reporter.

Prepares and files Official Shorthand Reporter's Certificates with Clerk's Office for docketing to the official files.

Composes and types pre-trial orders, decisions and orders, and various other entries from dictation or written documentation for the Court's approval and signature.

Answers telephone calls from attorneys and litigants regarding records of hearing, and other questions related to their case. Responds to inquiries from attorneys, Prosecutor's Office and Adult Probation Department relating to court proceedings by reading from stenographic notes, reviewing exhibits, and reviewing hearing and trial worksheets. Confers with attorneys interested in ordering records and transcripts, and answering related questions. Checks on objections for Bailiff to determine whether or not transcripts are ordered for objections. Provides transcripts to parties electronically using WinZip or like technology, and in the format as required by the Court of Appeals, when applicable.

Copies documents that are exhibits for litigants and attorneys.

Types, copies, files and mails correspondence as dictated by Judge. Provides assistance to the Court in writing decisions, orders and entries. Researches case law and codes as directed. Notarizes papers.

#### OTHER DUTIES AND RESPONSIBILITIES

Stands in for Bailiff as required. Swears in parties and witnesses for hearings. Performs general clerical duties. Faxes information and documents.

#### SCOPE OF SUPERVISION

None

#### EQUIPMENT OPERATED

Stenograph machine; computer; printer; telephone, typewriter; calculator; copier, fax machine, and other general office equipment.

#### CONTACTS WITH OTHERS

Judges; attorneys; Magistrates; litigants; witnesses; process servers; runners; law enforcement officers; Court Administrator; Legal Secretaries and Paralegals; Clerk's Office; Departments of the Armed Forces; other County Departments; general public.

#### CONFIDENTIAL DATA

Non-public records and information contained in party files, personnel files, mediation files, LEADS/NCIC and conciliation files. CSEA/SETS records pursuant to state and federal law. Court decisions, orders and other works in progress. In addition to confidential data, filings and other data are sensitive and may not be discussed or distributed pursuant to the Court's Code of Conduct.

### WORKING CONDITIONS

Good courtroom and office working conditions. Exposure to repetitive motion from production typing for extended periods of time.

### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the Court Reporter frequently sits for extended periods of time while transcribing court proceedings. Employee converses verbally with others in person and by telephone. Vision demands include frequent viewing of computer screen when typing requiring close focus.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** court reporting; court processes; legal, medical and technical terminology and spelling; office practices and procedure; English word usage, spelling, punctuation and sentence structure; an extensive English vocabulary; context and general understanding of broad and technical subject matters expressed in Court; National Court Reporter's Association Code of Professional Ethics.

**Ability to:** work professionally with Judges, Magistrates, and attorneys; maintain confidentiality of confidential and sensitive information; maintain good public relations as Court representative; handle general questions pertaining to court processes and requirements; maintain confidentiality of confidential and sensitive information; serve at the discretion of the Judge; exhibit attention to detail when typing verbatim records; concentrate for extended periods of time during court hearings; exhibit good organizational skills; comprehend speaking accents, mispronunciations and esoteric terminology; take record for hearings when one or more interpreters are present or hearing is virtual; abide by professional code of ethics.

**Skill in:** listening; taking and transcribing verbatim testimony; production typing; operating computer; application of realtime software program; operation of stenographic machine; maintaining court records; application of computer technology to code and cross-reference official records; communicate effectively in both verbal and written form; operating general office equipment and software.

### QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Degree in court reporting from a qualified court reporting school and three to five years related experience. Demonstrable skill in writing a minimum of 225 wpm on a stenographic machine and 70 wpm on computer keyboard. Skilled in writing 270 wpm for short periods. Completion of internship and ability to maintain certification through qualified continuing education. Ability to write in realtime to the court.

Prefer membership of one or both, Ohio Court Reporters Association and/or National Court Reporters Association.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Certificate of graduation from a qualified Court Reporting School; Notary Public, RPR or greater a plus.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

The provisions of this job description do not constitute a contract, expressed or implied and any provision contained in this description may be modified or revoked without notice.