



Administrative Office of the Courts

Job Description

Job Title:	AOC Official Court Reporter	Grade:	GS08
Division:	Legal Services	Revision Date:	September 9, 2021

POSITION SUMMARY:

The AOC official court reporter is responsible for serving as the court reporter for special judges and special masters appointed by the Arkansas Supreme Court. This position will also serve as a roving court reporter across the State of Arkansas and will assist in finding substitute court reporters when the official court reporter is absent. This position reports directly to a staff attorney.

The AOC official court reporter is responsible for reporting all judicial proceedings, regardless of the nature, difficulty, or location for the proceedings conducted. This position is responsible for preserving the court record and, when requested, preparation of the official transcript of proceedings. As a representative of the Judiciary, the official court reporter must maintain a high degree of integrity, decorum, and respect for court personnel, other agencies, and the public.

JOB DUTIES:

- Must be timely, prepared, and ready to report on all proceedings.
- Must maintain a neutral attitude.
- Take proper precautions so that electronic data, notes, and equipment are not compromised.
- Follow the Board of Certified Court Reporter Examiners Rules and Regulations.
- Transcribe court proceedings into accurate transcripts for purposes of appeal or as requested by litigants, counsel, or by order of the court.
- Appropriately manage all transcript orders to ensure timely preparation and distribution of all transcripts.
- May be required to work beyond normal working hours and stay overnight during lengthy and complex trials.
- Must be willing to travel within the State of Arkansas.
- Must operate pursuant to Arkansas Supreme Court Rules.
- Must maintain continuing education requirements.
- Assist in the appointment of a substitute court reporter.
- Receive and log written requests for substitute court reporters.
- Make and receive telephone calls in connection with the need for substitute court reporters.
- Assist judges in obtaining substitute court reporters.
- Work with court reporter associations to post substitute court reporter requests.
- Perform administrative tasks.
- Perform other duties as assigned.

QUALIFICATIONS:

- **Education**
 - Certified Court Reporter, as required by Arkansas Supreme Court Rule, in good standing.
 - Preferred: Real Time court reporting capabilities

- **Knowledge, Skills, Abilities**
 - Knowledge of correct grammar, punctuation, and vocabulary.
 - Knowledge of legal, medical, and other technical terminology.
 - Ability to travel, sometimes with little notice and overnight.
 - Ability to read back any or all portions of the court record upon request.
 - Ability to read, comprehend, and follow court rules and procedures related to work.
 - Ability to hear accurately and concentrate on what is being said regardless of physical surroundings.
 - Ability to work accurately under stressful situations.
 - Ability to effectively multitask.
 - Ability to work independently, as well as part of a team.
 - Skilled at typing and using word processing equipment.
 - Ability to sit for long periods of time.
 - Ability to maintain composure during graphic testimony and exhibits throughout proceedings.

Last Updated by:

Sam Kauffman