

HOWARD COUNTY GOVERNMENT
invites applications for the position of:
Court Reporter Circuit Court for Howard County
Part-time/Hourly-No Benefits

An Equal Opportunity Employer

SALARY:

\$18.00 - \$22.00 Hourly

POSITION SUMMARY/CLASS DESCRIPTION:

Salary: \$18 to \$22 per hour, depending upon education and experience level. Part time - not to exceed 24 hours per week. No benefits.

Essential Functions: Recording court proceedings using digital audio recording system, including the taking of detailed notes; preparation of transcripts; administrative office support as needed, maintaining a good working relationship with the public, Judges, Masters, Court staff, Clerk's Office staff, attorneys and litigants.

Skills and Abilities: Fast and accurate typing, computer and proofreading skills; grammar, spelling and punctuation skills; accuracy and attention to detail are required. Knowledge and understanding of applicable computerized information systems, word processing applications, modern office practices, procedures, and equipment. Applicant must have proficient vocabulary and knowledge of legal terminology is preferred.

Experience: Paralegal, legal secretarial, Court or Clerk's Office experience, or law enforcement background.

- You must be a U.S. Citizen or National to apply for this position.
- You will be subject to a background and suitability investigation.

Education: A.A. degree is desired with two years relevant experience or four years of experience can be substituted for the educational requirement.

Please submit a resume and references (e-mail preferred) stating the position title to:

Deidre Barksdale @
dbarksdale@howardcountymd.gov
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.