

The Twenty-Second Judicial District Court seeks a full-time certified court reporter for Division "G." The court reporter serves at the judges' discretion and reports to the Court Administrator. The Court requires a consummate professional who will record, transcribe, and maintain verbatim records of the judicial proceedings, in person and virtually. He/she is responsible for compliance with all applicable statutes, codal articles, court rules, and court rulings relative to the field of court reporting. He/she will maintain licensure/certification with the State of Louisiana as promulgated in Louisiana Administrative Code, Title 46, Part XXI and enforced by the Louisiana Board of Examiners of Certified Shorthand Reporters. Certified court reporters take a verbatim record of the proceedings; transcribe and certify such parts of the record as may be required by rule or order of the court; complete and file all requested transcripts on or before the transcript due date; and follow statutes and rate guidelines for billing. He/she will preserve and protect the court record by archiving proceedings as required by the court. This full-time position reports all court events for which they are assigned by the judges and Court Administration. Please send a resume and cover letter to ahall@stpgov.org Compensation will be commensurate with the work duties assigned and prior experience.