

**CUYAHOGA COUNTY COMMON PLEAS COURT  
GENERAL DIVISION – JOB DESCRIPTION**

**Job Title:** Assistant Court Reporter  
**Department:** Court Reporters

**Reports To:** Chief Official Reporter  
**Salary Range:** \$78,478.40

This is an unclassified position held at the pleasure of the Court. This position provides court reporting services to the judges of the Court of Common Pleas by means of computer-aided stenotype machines for verbatim recording of all court proceedings. This position prepares transcripts, maintains exhibits and records, and ensures compliance with applicable court rules, policies, and confidentiality requirements. This position must exercise professionalism. Discretion, accuracy, and sound judgment while working in a fast-paced environment. This position demands effective time management for timely completion of work. Work is assigned daily by the Chief Official Reporter or his/her designee with general instructions. Meetings are conducted as necessary with the supervisor to discuss problems or questions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include accuracy and efficiency in the following:

1. Accurately record and transcribe court proceedings, testimony, hearings, and other judicial matters utilizing computer-aided transcription (CAT) technology on a variety of subjects involving legal, medical, scientific, and technical fields;
2. Identify and retain custody of exhibits during trial;
3. Maintain accurate and organized job logs, filing notes, and related case documentation, including the timely filing and processing of job cards;
4. Timely submit electronic copies of stenographic notes, audio files, transcripts, and related documentation to the Chief Official Reporter or designated authority for archival and administrative purposes;
5. Provide complete or partial transcripts to judges, attorneys, and/or litigants in a timely manner;
6. Perform additional related duties and responsibilities as assigned.

*The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.*

**KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, Court employees, attorneys, litigants, staff and the public;
2. Knowledge of Court functions and procedures and legal, medical, technical and other specialized terminology;
3. Proficiency in operation of the CAT stenotype machine in order to accurately and rapidly report court proceedings;
4. Ability to operate various office machines (e.g., computers, copier, scanning/imaging and fax machines);
5. Excellent spelling, reading and grammatical skills;
6. Attention to detail and accuracy; ability to detect errors in reporting or transcribing through self-review;
7. Demonstrate effective time management, reliability, punctuality, and ability to consistently meet established deadlines and performance expectations;
8. Establish and maintain professional, cooperative, and collegial working relationships with judges, court personnel, attorneys, litigants, and external stakeholders;

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- 9. Ability to perform real-time reporting services;
- 10. Ability to work remotely and use remote conferencing applications, e.g. Zoom;
- 11. Professional appearance and demeanor consistent with the standards and expectations of the Court.

**EXPERIENCE and JOB REQUIREMENTS**

Required: Registered Professional Reporter (RPR) certification, or equivalent credential preferred or required in accordance with state law.

Preferred: Minimum of three (3) years of court reporting or related legal experience. Certificate of Merit and/or Certified Real-Time Reporter.

The selected candidate must provide their own equipment, computer, paperless writer and updated software.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

This position requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations. However, due to the nature of the work, stamina and endurance are required to remain focused and seated in an erect position for lengthy periods of time in a courtroom setting. Frequent contact is made with Judges and other Court personnel, attorneys, litigants, criminal defendants, defendants' families, co-workers and the general public.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require work beyond normal hours, including evenings and weekends.

**APPLICATION REQUIREMENTS**

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing prior to employment. Applicants must submit a letter of interest and resume to:

***Cuyahoga County Common Pleas Court  
Gregory Popovich - Court Administrator  
1200 Ontario Street  
Justice Center 11th Floor  
Cleveland, Ohio 44113  
(e-mail: [infosys@cuyahogacounty.gov](mailto:infosys@cuyahogacounty.gov))***

***This position will remain open until filled.***

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

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Equal Opportunity Employer- Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.gov/court-information/employment-opportunities/>

*or*

Cuyahoga County's website:

[www.cuyahogacounty.gov](http://www.cuyahogacounty.gov)