



Twenty-Fourth Judicial District Court

Office of the Judicial Administrator

Thomas F. Donelon Building

200 Derbigny Street Suite 2100

Gretna, Louisiana 70053

JOB ANNOUNCEMENT

COURT REPORTER (9513, 9574)

RECRUITMENT OPENING DATE: January 9, 2019

RECRUITMENT CLOSING DATE: January 25, 2019, 2:00 p.m.

SUMMARY OF DUTIES:

Under general supervision, the purpose of the position is to maintain a complete and accurate record of all the Court's proceedings. Employees in this classification perform professional, skilled level work. Position is responsible for making verbatim records and producing certified written transcripts. Performs related work as required. Candidate must have a knowledge of legal terminology and Court proceedings; skilled in typing and basic transcription; must be proficient in WordPerfect or MS Word; must be able to establish and maintain effective working relationships with others

MINIMUM ACCEPTABLE QUALIFICATION REQUIREMENTS:

High school diploma; supplemented by graduation of an accredited Court Reporting School and up to one (1) year of Stenographic and various English and medical courses; or an equivalent combination of education, training and experience.

Louisiana Board of Examiners Court Reporter Certification required.

MEDICAL QUALIFICATIONS

Each individual selected for employment must submit to a medical examination and found to meet the medical standards and physical demands of the position to which he or she is appointed before the appointment becomes official. The successful applicant will be required to submit to drug screening.

APPLICATION PROCESS:

Applicants must submit a letter of interest which explains: 1) why you are interested in the position; and 2) how your education, training, and previous work experience satisfies the

minimum qualifications required for this position. The letter must be accompanied by the applicant's current professional resume.

Interested parties should submit a resume and cover letter no later than January 25, 2019, 2:00 p.m. to careers@24jdc.us or to:

Twenty-Fourth Judicial District Court
Attn: Court Reporter Position
Thomas F. Donelon Building
200 Derbigny Street Suite 2100
Gretna, LA 70053

Resumes received after that time will not be considered.

ACCOMMODATION REQUESTS FROM CANDIDATES FOR COURT EMPLOYMENT

Requests for accommodation in the application process should be submitted to the Judicial Administrator's Office as far in advance of the requested accommodations implementation date as possible, and in any event, should be made no less than five business days prior to the requested implementation date. Requests for accommodation with regard to the essential functions of the position applied for should be submitted following a conditional offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY

The Court does not discriminate against any person on the basis of race, age, gender, (including pregnancy, childbirth, or related medical conditions), color, physical or mental disability, medical condition, creed, national origin, ancestry, religion, union activity, organizational affiliation, political opinions, sexual orientation, family care status, veteran status, marital status, or any other basis protected by law. This policy applies to all areas of employment, including recruitment, selection, appointment, training, promotion, retention, performance evaluations, compensation, benefits, transfer, voluntary demotion, and discipline.