



## 13<sup>TH</sup> CIRCUIT COURT – JOB OPENING (Bellaire, Traverse City, & Suttons Bay)

**POSITION:** OFFICIAL COURT REPORTER/STENOGRAPHER  
**DEPARTMENT:** 13<sup>TH</sup> CIRCUIT COURT ADMINISTRATOR'S OFFICE  
**HOURS:** PART-TIME  
**FLSA:** NON-EXEMPT/HOURLY  
**SALARY RANGE:** \$35.04/HOUR

**\*\*CANDIDATES MUST HAVE TRAINING OR RELEVANT EXPERIENCE AS A STENO  
REPORTER TO APPLY FOR THIS POSITION\*\***

### **Job Description**

Stenotype shorthand reporting and transcribing all court proceedings for the 13<sup>th</sup> Circuit Court judges. Reporters must be state certified and maintain all educational and licensing requirements.

Some court hearings are in person that require the Court Reporter to travel to the courthouses in Antrim County, Grand Traverse County, and Leelanau County. Some hearings are remote/via Zoom and you may appear from home.

This is a temporary position through the end of 2023. This position is paid hourly when court coverage is needed. This position will be a 13<sup>th</sup> Circuit Court employee with no benefits provided.

### **Schedule**

4 hour shift, 8 hour shift, Monday-Friday

### **Examples of Work**

Takes verbatim record of all court proceedings. Upon request of the court, attorneys or as required by statute, timely prepares transcripts of court proceedings, arranges for copies to be filed and distributed. Maintains court reporter supplies and backups from court proceedings. Proofread transcripts for correct spelling of words. Ask speakers to clarify inaudible statements.

### **Education and Experience Requirements**

Graduation from college-accredited program in Court Reporting. Training and three year's experience in court reporting. Certification by the State of Michigan as either a Certified Shorthand Reporter or a Certified Electronic Recorder. Real time capability preferred.

### **Compensation**

Position pays \$35.04 per every hour worked. Compensation will include: daily appearance fee, transcription fees, travel expenses reimbursed, bi-weekly pay via direct deposit by Grand Traverse County as the Fiscal Agent. The offered compensation is variable and will be based on the number of hours covered by the Court Reporter.

**License/Certification**

Certified Court Reporter (CSR Required)

**Work Location**

In person in Traverse City, Suttons Bay, & Bellaire and Remote

**Additional Requirements**

- Required to often work irregular hours due to demands of court scheduling and preparation of transcripts.
- May be exposed to physical harm given the proximity to criminal defendants who occasionally behave emotionally and irrationally in court.  
Position requires excellent usage of English, spelling and punctuation.
- Demonstrated ability to: produce accurate, verbatim record of court proceedings, work independently on the timely production of transcripts.
- Each Official Court Reporter covers for the other when needed.
- Required to travel to Antrim, Grand Traverse or Leelanau Counties.

**How To Apply**

Please submit resume to:

Trina Girardin, 13<sup>th</sup> Circuit Court Administrator  
tgirardin@13thcircuitcourt.org

**Application deadline: Continuous until filled.**

**Agency**

13<sup>th</sup> Circuit Court

**Address**

328 Washington St  
Traverse City, MI 49684

**Phone**

(231)922-4701

**Website:**

[www.13thcircuitcourt.org](http://www.13thcircuitcourt.org)