

Job Posting: Notice of Vacancy

It is the intention of the Thirteenth Judicial Circuit Chief Judge's Office to fill one or more positions in the following:

Job Classification: Court Specialist (no license required)

Location: Thirteenth Judicial Circuit

Department: Chief Judge's Office
119 W. Madison Street, Room 202
Ottawa, IL 61350

Regular work week: Monday through Friday
Hours of operation: 8:30 a.m. to 4:30 p.m.

Wage: \$35,482.00 - \$40,482.00 annually based on experience and qualifications

Position is: Non-union; Court Reporting Services employee

See *Class Specification* for experience, education and training requirements.

Interested persons should apply by completing the Court Reporting Services application at <https://www.ilcrs.com/careers> and returning it to:

Chief Judge's Office
Attn: Jennifer Sellett
119 W. Madison Street
Room 202
Ottawa, IL 61350

COURT REPORTING SERVICES
STATE OF ILLINOIS
Class Specification

COURT SPECIALIST

PURPOSE

Operates AOIC-approved electronic recording and transcription equipment and performs clerical duties for the judiciary or administrative supervisor as necessary.

As the entry level of Court Reporting Services titles, this level is distinguished from the higher level positions that have either a Certified Shorthand Reporter (CSR) license and/or Part-A certification.

Work is performed under the direction of the chief judge, a presiding judge or an administrative supervisor and is reviewed through personal conferences, general observation of work in progress and upon completion.

ESSENTIAL FUNCTIONS

- Responsible to the Chief Judge and the supervisor.
- Must comply with all applicable statutes, administrative orders, court rules and all regulations promulgated by the Chief Judges and any amendments thereof.
- Keeps a monthly report of all transcripts on order and files the original report as directed by the Chief Judge.
- Prepares all transcripts in a timely manner.
- Monitors court proceedings with AOIC approved audio and/or video electronic recording systems, keeps a log of all cases and event times.
- Operates personal computer (i.e. word processing, spread sheet or database applications).
- Follows proper courtroom etiquette, including, but not limited to, impartiality to parties, and appropriate demeanor and dress as specified by the regulations and local rules.
- Performs clerical duties including, but not limited to, preparing documents on a personal computer, answering phones, processing mail, faxing documents, preparing mailings, data entry and filing, as necessary.
- Performs other duties as assigned.

EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS

Three (3) years of clerical or office experience required. Education, training or an associates degree may be substituted for up to two (2) years of experience. Completion of the Administrative Office of the Illinois Courts' Court Specialist certification program within six (6) months of employment is required.

SELECTION FACTORS

Knowledge and Skills

1. Knowledge and skill in the use of personal computer and applications (i.e. word processing, spread sheet or database).
2. Ability to verify working order of electronic recording and transcription equipment and perform routine, simple maintenance, if applicable.
3. Working knowledge of office procedures, composition, records management and office communications.
4. Ability to organize work effectively and meet required deadlines and schedules.
5. Ability to communicate effectively, verbally and in writing.
6. Ability to review documents for proper form, content and agreement with policies.
7. Ability to accurately transcribe from electronic recordings and stenographic notes, when applicable.
8. Associates with employees and the public in a pleasant, courteous and helpful manner.
9. Ability to be flexible and productively respond to change.

Physical Requirements

1. Ability to retrieve files.
2. Ability to sit for extended time periods.
3. Normal office working environment requiring telephone usage and ability to process written documents.