



**STATE OF RHODE ISLAND**  
invites applications for the position of:

## **COURT REPORTER (Updated June 2019)**

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<b>DEPARTMENT:</b>	JUDICIAL DEPARTMENT - CONSTITUTION
<b>DIVISION:</b>	Superior Court
<b>OPENING DATE:</b>	10/26/18
<b>CLOSING DATE:</b>	Continuous
<b>SALARY:</b>	\$60,975.00 - \$68,962.00 Annually
<b>PAY GRADE:</b>	127 A
<b>JOB TYPE:</b>	RICRA Local 4829 (Judiciary) (72)
<b>NAME OF BARGAINING UNIT UNION:</b>	RI Court Reporters Alliance Local 4829 (Judiciary) (72)
<b>LOCATION:</b>	Any of 4 County Locations
<b>SCHEDULED WORK DAYS: HOURS OF WORK</b>	Monday - Friday; 8:30 a.m. - 4:30 p.m.
<b>WORK WEEK:</b>	Standard 35.0 Hours
<b>RESTRICTIONS/LIMITATIONS:</b>	Pending Availability of Funds
<b>JOB NUMBER:</b>	2725-10000-TBD

### **CLASS DEFINITION:**

The Court Reporter shall have a thorough knowledge of the principles of court stenography, as well as a thorough knowledge of punctuation, grammar, spelling, medical and legal terminology; the ability to take dictation at the rate of a minimum of 225 words per minute, type 70 words per minute; apply verbatim reporting skills in the courtroom setting, and the ability to prepare in proper form all transcripts that are ordered; maintain accurate files and records of work in progress, work completed, and other notes subject to later transcription. Must adapt to the Case CATalyst, computer-aided transcription system used by the Superior Court. Although not required, RPR certificate is a plus.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

Graduation from a college of recognized standing or accredited business school or private course of study specializing in stenographic reporting; experience such as may have been gained through employment as a court stenographer in any other comparable jurisdiction; or any combination of education and experience that shall be substantially equivalent to the above.

### **SUPPLEMENTAL INFORMATION:**

In addition to competitive salary, paid health benefits, paid holidays, vacation, sick and personal leave the Rhode Island Judiciary currently offers to court reporters:

- Court provided writer with maintenance agreement.

- Court provided CaseCATalyst software license with software updates and software support included.
  - Court provided court reporting supplies (paper, toner, transcript covers, storage media, general office supplies, etc.).
  - Educational benefit, tuition reimbursement available for CEUs.
  - Incentive Pay for RPR, RMR, and CRR.
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**AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:**

- **Reasonable Accommodations:** If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- **Medical Information:** Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

**CRIMINAL CONVICTIONS:** Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://www.apply.ri.gov>

Position #2725-10000-TBD  
COURT REPORTER (UPDATED JUNE 2019)  
MC

One Capitol Hill  
Providence, RI 02908

[questions@hr.ri.gov](mailto:questions@hr.ri.gov)

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