



STATE OF RHODE ISLAND
invites applications for the position of:

**COURT REPORTER (Updated January
2020)**

DEPARTMENT:	JUDICIAL DEPARTMENT - CONSTITUTION
DIVISION:	Worker's Compensation Court
OPENING DATE:	04/19/19
CLOSING DATE:	Continuous
SALARY:	\$61,147.00 - \$68,790.00 Annually
PAY GRADE:	327 A
JOB TYPE:	Council 94 Local 2884 (Judiciary) (40)
NAME OF BARGAINING UNIT UNION:	Council 94 Local 2884 Judiciary (40)
LOCATION:	Providence
SCHEDULED WORK DAYS: HOURS OF WORK	Monday thru Friday; 8:30 am - 4:30 pm
WORK WEEK:	Non-Standard
RESTRICTIONS/LIMITATIONS:	Pending Availability of Funds
JOB NUMBER:	2750-80100-0407
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 and to type 70 words per minute; apply verbatim reporting skills in the courtroom setting, and prepare in proper form all transcripts that are ordered; and 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 Workers' Compensation 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 a competitive salary; health insurance; paid holidays; and paid vacation, sick, and personal leave, the Rhode Island Judiciary currently offers to Workers' Compensation Court reporters:

- Court provided writer with paid maintenance agreement
- Court provided Case CATalyst software license with software updates and software support included
- Court provided court reporting supplies (paper, toner, transcript covers, data storage, general office supplies, etc.)
- Educational benefit, tuition reimbursement available for CEUs
- Supplemental pay for bachelor's and master's degrees

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 RIGLS 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 #2750-80100-0407
COURT REPORTER (UPDATED JANUARY 2020)
CC

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