



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

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MICHAEL L. PARSON
GOVERNOR

ANNA S. HUI
DEPARTMENT DIRECTOR

[Summary of Benefits](#)

Court Reporter

Division of Worker's Compensation / Adjudication Section
1410 Genesse, Ste. 210, Kansas City, MO 64102
Annual Salary: \$52,336.56
Posting Dates: Open Until Filled

The Department of Labor is looking for an enthusiastic applicant with excellent communication skills to join our team!

Key Responsibilities:

- Plans and coordinates reporting and transcribing of formal administrative hearings.
- Takes verbatim notes of testimony in administrative proceedings using either method of stenotype or voice writing.
- Marks for identification purposes any exhibits introduced into evidence and incorporates exhibits into prepared transcripts.
- Utilizes a computer-aided transcription system in preparation of the verbatim record.
- Maintains statistics and records concerning hearings and transcript production.
- Performs other related office work as assigned by the Administrative Law Judges.

Qualifications, Knowledge, and Abilities:

- Current certification as a court reporter by the Missouri State Board of Certified Court Reporter Examiners.
- By assignment, a position may require possession of a valid vehicle operator's license.
- Ability to maintain certification as a court reporter in accordance with the Missouri State Board of Certified Court Reporter Examiners. Thorough knowledge of courtroom procedures.
- Two years of experience in taking verbatim notes at hearings using either stenotype or voice writing and transcribing the hearing notes using computer-aided transcription equipment is preferred.
- Experience in transcribing medical testimony is preferred.
- Intermediate knowledge of courtroom procedures.
- Intermediate knowledge of Missouri Supreme Court Rules on preparation of transcripts.
- Intermediate knowledge of office management and record-keeping procedures.
- Intermediate knowledge of legal terminology, medical terminology, grammatical construction, punctuation, and spelling.
- Ability to work under courtroom pressure for long periods of time without rest.
- Ability to fully utilize a computer-aided transcription system.
- Ability to travel as necessary to cover hearings.

To apply, please go to: mocareers.mo.com