Court Reporter Supervisor
Division of Worker’s Compensation / Adjudication Section – Jefferson City
3315 Truman Blvd, Jefferson City, MO 63109
Annual Salary: $57,750
Posting Dates: March 10 – March 16, 2020

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

Key Responsibilities:
- Supervises, trains, and evaluates the work of Court Reporters.
- Takes verbatim notes of testimony in administrative proceedings using a stenotype machine and/or other reporting equipment.
- Plans and coordinates reporting and transcribing of formal administrative hearings according to established standards.
- Oversees the equipment and software for current and new Court Reporters
- Suggests changes and improvements to procedures.
- Performs office management tasks for Court Reporters and Administrative Law Judges.

Qualifications, Knowledge, and Abilities:
- Current certification as a court reporter by the Missouri State Board of Certified Court Reporter Examiners; AND three or more years of recent experience as a certified court reporter.
- Comprehensive knowledge of the principles and practices of court reporting.
- Comprehensive knowledge of courtroom operations and procedures.
- Comprehensive knowledge of the Missouri Supreme Court rules related to court reporting and preparation of transcripts.
- Comprehensive knowledge of office management and record-keeping procedures.
- Ability to concentrate and work under pressure for a prolonged period of time.
- Ability to utilize a computer-aided transcription system.
- Ability to organize work, meet schedules and deadlines, and maintain accurate files and records.
- Ability to travel as necessary to cover hearings.
- Ability to establish and maintain effective working relationships with coworkers, judges, attorneys, and others encountered in the course of work.

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