

MONTANA JUDICIAL BRANCH

Billings and Great Falls JOB ANNOUNCEMENT

JOB TITLE: Steno Court Reporter

POSITION LOCATION: Billings, MT and Great Falls, MT

POSITION STATUS/SCHEDULE: Full-time, Monday – Friday

SALARY AND GRADE LEVEL: Grade 17, \$18.62/hour plus transcript fees

JOB POSTING STATUS: External

CLOSING DATE: Open until filled

POSITION DESCRIPTION AND RESPONSIBILITIES:

The successful applicant will maintain the official court record by capturing a verbatim record of court proceedings with stenographic equipment. The steno court reporter attends court, captures a verbatim record of court proceedings using approved equipment, and provides transcripts in accordance with rules of court, state statutes, legal guidelines and policies.

A full position description and an application are available from Human Resources at shgrandy@mt.gov.

QUALIFICATIONS FOR A STENO COURT REPORTER:

Thorough knowledge of court procedures, English grammar, punctuation and legal terminology and court reporting equipment. Graduation from high school and an approved court reporter program is required. Experience as an official reporter in a courtroom setting is preferred.

BENEFITS:

15 vacation days, 12 sick days and 10 paid holidays annually.

An employer contribution of \$12,648 yearly towards insurance.

Retirement plan and an optional 457(b) deferred compensation.

Applicants must be eligible to work in the United States.