

The 13th Judicial Circuit (Mobile County) for the State of Alabama has an opening for a full time official court reporter. This position would be the official reporter to the Honorable Edmond Naman, Circuit Court Judge at the Strickland Youth Center (2315 Costarides Street, Mobile, Alabama). Please see position description and salary scale. In addition to the requirements listed in the job description, the reporter must also be licensed the Alabama Board of Court Reporting.

Starting salary is \$48,760.80 or at whatever step they may be on if moving "court to court." This position also includes full retirement, state holidays and participation in full benefits package. In addition to the starting salary of \$48,760.80/year, officials receive a monthly supplement of \$1,200.00/\$12,000.00 annually.

Please send resume to:

Ms. Andrea Hearn
Judicial Assistant
Hon, Edmond Naman
James T. Strickland Youth Center
2315 Costarides Street
Mobile, AL 36617

Or to: andrea.hearn@alacourt.gov

Judge Naman will be conducting interviews for this position.

Official Court Reporter 07580

Definition

Specialized legal stenographic work in taking and transcribing verbatim testimony in circuit court proceedings.

Work involves the verbatim recording of court proceedings in shorthand or by the use of a stenotype machine and the reproduction of the records in required legal form.

Employees of this class receive general supervision from the circuit judge and evaluation of the work is accomplished through review of court records and appeal transcripts.

Typical Duties (examples do not cover all the duties which may be performed.)

Serves as court reporter in one or more divisions of circuit court and takes verbatim notes of testimony and proceedings; reads back testimony as required during jury trials.

Prepares typewritten transcripts of entire court record and attaches required legal documentation incases appealed to higher courts; furnishes transcripts of court proceedings to interested parties.

Assists the judge with official correspondence.

Performs related work as required.

Required Knowledges, Skills, and Abilities

Thorough knowledge of the legal format and terminology required in the preparation of court transcripts.

Considerable knowledge of court procedures and processes.

Ability to completely and accurately record court proceedings.

Ability to prepare accurate typewritten transcripts of recorded proceedings.

Considerable skill in the use of shorthand or in the operation of a stenotype machine.

Qualifications

Any combination of training and experience equivalent to:

Graduation from a standard high school, or possession of a GED, including a course in court reporting or additional shorthand training, and considerable experience in recording verbatim legal testimony in shorthand or by stenotype.

**ALABAMA JUDICIAL SYSTEM
OFFICIAL COURT REPORTERS' PAY SCALE (GRADE 77)
RATES EFFECTIVE SEPTEMBER 1, 2021
INCLUDES 2% COLA
ACT 2021-338**

Step	Half-Monthly Rate	Annual Salary
1	\$2,031.70	\$48,760.80
2	\$2,081.40	\$49,953.60
3	\$2,132.40	\$51,177.60
4	\$2,184.50	\$52,428.00
5	\$2,237.80	\$53,707.20
6	\$2,294.00	\$55,056.00
7	\$2,351.40	\$56,433.60
8	\$2,410.90	\$57,861.60
9	\$2,470.40	\$59,289.60
10	\$2,531.10	\$60,746.40
11	\$2,593.60	\$62,246.40
12	\$2,657.50	\$63,780.00
13	\$2,723.30	\$65,359.20
14	\$2,792.00	\$67,008.00
15	\$2,861.10	\$68,666.40
16	\$2,933.10	\$70,394.40
17	\$3,008.30	\$72,199.20
18	\$3,085.30	\$74,047.20

Revised July 2021