



Administrative Office of the Court
Idaho Judicial Branch
Physical Address: 451 W. State Street
Mailing Address: P.O. Box 83720
Boise, Idaho 83720-0101
Phone: 208-334-2246
Fax: 208-334-2146
www.isc.idaho.gov

Court Reporter

Seventh Judicial District



Position Title:	Court Reporter (Madison County)
Position Located:	Rexburg, Idaho
Effective Date:	October 2016
Salary/Range:	\$22.87 - \$25.55, depending on years of experience and certification
FLSA Status:	Covered

General Position Summary:

Provides verbatim reporting and transcribing of court proceedings, hearings and conferences.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Reports verbatim proceedings of District Court—whether trials, hearings, proceedings, or conferences—by shorthand, stenotype, or other methods;
- Transcribes proceedings into accurate transcripts for purposes of appeal or by order of the court;
- Identifies participants by name to facilitate reporting and reads aloud statements of participants as requested during proceedings;
- Prepares and distributes transcripts and related documents;
- Reviews transcripts for technical accuracy;
- Reviews documents for compliance to standards set by Idaho Court rules;
- Provides court reporter coverage for other judges;
- Serves on committees as needed and attends meetings and training as required;
- Performs other duties as assigned.

Minimum Qualifications:

Education and Experience:

- Must have a high school diploma or equivalent;
- Graduation from an accredited school of reporting or associate degree in reporting and six months experience verbatim shorthand reporting and transcribing;
- Certification by the Idaho Certified Shorthand Reporters Board as a Certified Shorthand Reporter, or C.S.R.;
- Strong preference may be given to court reporters who are real-time capable or certified, are Registered Professional Reporters, and/or hold national certification.

Licensing:

- Pursuant to the Certified Shorthand Reporters Act, Idaho Code Section 54-3101, et seq., a district court reporter must be a certified shorthand reporter as defined in the act.
- If you are not certified in Idaho, you must contact the Idaho Bureau of Occupational Licensing at www.ibol.idaho.gov to apply for temporary certification. You are also required to apply to test for regular certification under Section 54-3101, Idaho Code, within thirty days of appointment.
- Court Reporters are not allowed to report court proceedings until they are certified in Idaho or have been issued a temporary license.

Knowledge, Skills, and Abilities:

- Knowledge of English grammar, punctuation and spelling;
- Knowledge of legal terminology and procedures, citation formats, and requirements of the Idaho Court rules;
- Skill in organization to permit the production of transcripts within strict time limitations;
- Skill in working well under pressure;
- Ability to travel as required;
- Ability to operate a personal computer with standard applications in a Windows environment;
- Ability to operate equipment in an office setting;
- Ability to conduct oneself in a professional manner and promote harmonious working relationships with others including the general public;
- Ability to understand and follow verbal and written directions;
- Ability to communicate effectively verbally and in writing;
- Ability to maintain confidentiality, professional appearance, and demeanor at all times;
- Ability to be tactful and courteous when dealing with the public, some of whom may be irate or under stress.

Area Information:

- Madison County is the fourth fastest growing county in Idaho, experiencing a 32% growth rate between 2002 and 2012. Rexburg was recently ranked as the youngest city in America, with a median age of 22.3 years. As a result, education is emphasized here. It is the home of BYU-Idaho, the largest private university in Idaho with over 17,500 full-time students. Madison County also has two nationally recognized high schools with renowned academic, music, and sports programs. Both high schools have among the highest graduation rates in the state.
- Rexburg is the recreational hub of Eastern Idaho and is less than a 90 minute drive from Yellowstone National Park, Grand Teton National Park, Jackson Hole, Wyoming, two ski resorts, miles of groomed snowmobile paths, world class fly fishing streams, and numerous other scenic attractions. The area is rich with history and the opportunities for boating, whitewater rafting, swimming, fishing, hunting, hiking, and camping are limitless.

- Rexburg was recently ranked among the 100 safest cities in America, ranking number 11. Low cost housing is widely available. Rexburg is also home to the newly expanded Madison Memorial Hospital, the only non-critical access hospital in Idaho that is community owned and operated without taxpayer money.
- As a small college town, Rexburg has an unusually large amount of cultural amenities. In addition to the concerts and activities offered at the university and Madison High School, there are many community based cultural and sports programs. A growing greenbelt and trails provide for bicycling and jogging all over town. In the winter, the public also has access to the indoor track and other facilities at BYU-Idaho.

Special Requirements:

Please note that this is an at-will position serving at the pleasure of the supervising judge and that employment may not continue beyond the tenure of the incumbent judge. Court reporters serve under a strict code of confidentiality, are subject to assignment by the Administrative District Judge, and must comply with the Idaho Court rules.

Court reporters retain transcript income at the statutory rate, which is currently \$3.25/page, and may perform freelance work.

While the Madison County district judge currently hears most of his cases in Rexburg, he typically appears in both Teton County (Driggs) and Fremont County (St. Anthony) at least twice per month. Occasionally, the judge will be assigned to preside in cases in other counties throughout the Seventh Judicial District. The incumbent may be expected to provide his/her own transportation to the various courthouses.

Please additionally note that the Idaho Courts reserve the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

Application Instructions:

If interested in being considered for any of these positions, please complete the attached application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. All application materials must be received by **Friday, November 11, 2016 no later than 5pm MDT.**

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.

