

COURT REPORTER POSITION OPEN FOR LAUDERDALE COUNTY COURT

The Lauderdale County Court has an opening for a Mississippi certified court reporter. Job duties include:

Produce verbatim records of proceedings; read back testimony in court proceedings; edit and proofread draft transcripts; meet strict delivery deadlines of official transcripts; assist Judge, Counsel of Record and other court personnel regarding the recording and the rulings of court proceedings; maintain accurate records and reports as required by law or by Court policy; tend to administrative duties, including billing for official transcripts, ordering, preparing, delivering/mailling transcripts; any other duties and conditions as determined by the MS Administrative Office of Courts (AOC) and the assigned Judge; job includes County and Youth Court;

Official reporters may NOT freelance.

If interested, please contact

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