



POSITION VACANCY
ADMINISTRATOR OF COURT REPORTING SERVICES
Commensurate with 705 ILCS 70/4.1

The 18th Judicial Circuit Court will be interviewing applicants for the position of Administrator of Court Reporting Services. **THE ADMINISTRATOR OF COURT REPORTING SERVICES IS A STATE EMPLOYEE AND AS SUCH IS GOVERNED BY STATE SALARY, PENSION, AND BENEFIT SCHEDULES.**

Job Description: The Office of the Chief Judge is accepting resumes for the position of Administrator of Court Reporting Services. This is a salaried position under the State of Illinois Reporting Services.

Position Duties:

- Performs work under the direction of the Chief Judge and Court Administrator.
- Supervises staff of 23 Court Reporters and 2 Office Assistants.
- Oversees hiring, training, performance evaluation, and discipline of all staff.
- Reviews and approves all invoices submitted to the State of Illinois Reporting Services.
- Manages staff scheduling and transcript assignments.
- Oversees the purchasing, installation and maintenance of all state and county issued court reporters equipment, including CourtSmart equipment.
- Reviews and approves all payroll related documents submitted to the State of Illinois Reporting Services.
- Ability to work closely with judges to maintain an accurate record in both electronically recorded and live courtrooms.
- Maintains confidentiality.
- Works effectively under stress.
- Maintains regular attendance and punctuality.
- Hours of work are Monday – Friday 8:00 a.m. – 4:30 p.m.

Requirements include the following experience or equivalent combination of training and experience: Certified Shorthand License (mandatory) as well as ten years of experience in legal environment, seven of which should be in managerial capacity; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

A pre-employment background check is required.

Application Process: Please send resume to: CourtHR@18thjudicial.org, and insert in subject line: **Administrator of Court Reporting.**

Applications accepted until: October 25, 2022