



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS AND CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Court Reporter

MINISTRY: Judiciary

DEPARTMENT: Judiciary

LOCATION: Providenciales

JOB SUMMARY:

The job holder will supervise and prepare all transcripts in an accurate and timely manner for all court users including judges, the Registrar, lawyers and parties involved in the Court of Appeal and Supreme Court and record hearings and formal or informal meetings as required.

KEY DUTIES AND RESPONSIBILITIES:

- Operate a stenographic machine at 200 wpm
- Prepare a verbatim, accurate and complete transcript
- Read back verbatim records in open court as required
- Work independently in a courtroom environment
- Maintain confidential information according to legal standard and/or court regulations
 - Establish and maintain cooperative and professional working relationships with court users, including judicial officers, attorneys, supervisors, co-workers, other agencies and the public
- Prepare review and certify for accuracy Court of Appeal transcripts in standardized format and within the time limits required by law
- Provide portion(s) of transcripts of court proceedings or digital recording machine as required
- Research as necessary to verify technical, legal medical and other specialized terms
- Seeking clarification from a witness or speaker of unclear or inaudible statements
- Collate and bind transcripts in accordance with established procedures
- Operate a variety of office equipment, including a steno machine, transcription machine, computer terminals, Case Catalyst software
- Adhere to all Public Service codes, rules and regulations
- Other related tasks as assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Associate Degree in Court Reporting
- The Court Reporting position requires a minimum of two (2) years on the job experience to acquire the necessary competencies to respond effectively to the challenges of the job. Experience in both the public and private sector is beneficial and critical.





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SALARY: Grade 7.1 - \$54,670.00 per annum and Allowances

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Covering Letter and National Turks & Caicos Islander Status Card (where applicable) or a photocopy of your passport photo page.

Two letters of reference will be required for all shortlisted candidates, together with copies of educational certificates. Any criminal record should be declared, and further checks will be carried out on shortlisted candidates. (A Police Certificate is required if available in Country of Applicant)

Current TCI Government serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

