

Job Announcement
North Dakota Court System

Date: November 9, 2009

Company: North Dakota Court System
600 E. Boulevard Ave.
Bismarck, ND 58505-0530

Contact: Renee Barnaby

Position: Court Reporter in Minot, North Dakota

Summary of Work:

The District Court in Minot, North Dakota, is requesting applications for a Court Reporter position. The Court Reporter is responsible for making a verbatim record of district and juvenile court trials, proceedings and other matters using computer-aided transcription, shorthand and/or audio recording equipment; providing typewritten transcripts, as required; and providing administrative support to judge and court staff. For more information go to: www.ndcourts.gov.

Qualifications/Requirements:

Requires a high school diploma, graduation from an approved program in court reporting and one year of previous court reporting experience involving verbatim transcription in a legal setting. Salary is \$3,411 monthly; plus excellent benefits package including employer paid family health insurance premiums and retirement contributions and generous sick and vacation accruals, visit:

<http://www.ndcourts.com/SCBenefitsSummary2009.pdf>. Applications (SFN 10950) can be obtained online at: <http://www.nd.gov/hrms/jobs/appforms.html>. Application material must be received at the address below no later than 5:00 p.m., on November 20, 2009.

Submit to:

North Dakota Court System
Attn: Human Resources
600 E. Boulevard Ave., Dept. 180
Bismarck, ND 58505-0530
(701) 328-4216
(701) 328-2092 (fax)