

Duties will include but are not limited to:

Producing verbatim records of proceedings;

Reading back testimony in court proceedings;

Editing and proofreading draft transcripts;

Meeting strict delivery deadlines of official transcripts;

Assisting Judge, Counsel of Record and other court personnel regarding the recording and the rulings of court proceedings;

Maintaining accurate records and reports as required by law or by Court policy;

Tending to administrative duties, including billing for official transcripts, ordering, preparing, delivering/ mailing transcripts;

Any other duties and conditions of employment as determined by the MS Administrative Office of Courts (AOC) and the assigned Judge.

Job includes Lauderdale County Court and Lauderdale County Youth Court. The position will begin December 2022 and will be paid according to the salary scale for Official Court Reporters.