

## JOB POSTING

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**JOB TITLE:** Official Court Reporter  
**DEPARTMENT:** Eleventh Judicial District Court  
**REPORTS TO:** Court Administrator  
**SALARY:** DOE  
**LOCATION:** Lovelock, Hawthorne, Battle Mountain  
**JOB TYPE:** Flexible – Full-Time or Part-Time  
**CLOSES:** OPEN UNTIL FILLED

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### **POSITION SUMMARY:**

The Eleventh Judicial District Court is actively looking for self-motivated and high-achieving people for the position of Official Court Reporter.

Applications are invited for an eligible list for the position of Official Court Reporter for the 11<sup>th</sup> Judicial District Court. The duties include reporting court proceedings, staying in compliance with all state licensing and national certification requirements, establish and maintain good working relationships with judges, court staff, and attorneys. Ability to process, comprehend and process varying dialects, accents, and speech peculiarities of the English language. Must produce transcripts in a timely manner. Maintain accurate records of court proceedings for a minimum of eight (8) years pursuant to statute. May be asked to read back court proceedings.

This position is flexible in that it can be a part-time or full-time position.

This position is located in Lovelock, Hawthorne, and Battle Mountain, Nevada.

*Applications will be screened and those applicants who successfully pass the initial screening will be contacted to schedule an Oral Interview.*

**All parties interested in applying shall submit an Application and Resume to Myra Paredes at [mparedes@11thjudicialdistrictcourt.net](mailto:mparedes@11thjudicialdistrictcourt.net).**